

Office of the Secretary of State

Washington State Digital Archives



Professional License Record Series

User Manual

Professional License Record Series

User Manual

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Version

Version	Change	Date	Changed By
1.0	Original information gathering and document creation	6/25/2009	Tara Henneberg
1.1	<ul style="list-style-type: none">• “Wordsmithing”• Expansion of Definitions• Reorganizing• Reformatting	7/17/2009	Randy Worrell
2.0	<ul style="list-style-type: none">• Clarification/Expansion/Enhancement• Updated images and descriptions• Added General Site Information• Added “Tool Bar” section• Added Record Series definition• Tightened text in various areas	7/30/2009	Randy Worrell

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Definitions

Definitions are primarily to assist the user in understanding Digital Archive-specific terminology. One example is the definition of "DJVU." For many, "Deja Vu" is that weird feeling one gets when something seems familiar when it shouldn't. But in the Digital Archives world, it specifies a browser used by Digital Archives to view certain types of image files. A more comprehensive glossary of Digital Archivist terms can be found at <http://www.archivists.org/glossary/index.asp>.

WADA	Washington State Digital Archives
Field	A space allocated for a specific item of information (also called a cell). Fields have certain types of characteristics associated with them, such as the type of information it contains. This information can be numbers, text, currency, images, etc.
Record	A collection of fields, containing elements of related information. For example, a record of a person's information can contain their first name, last name, title, etc.
Metadata	Simply means information about data. Each field within a record has a name, which describes that field. A field called "FirstName" would (hopefully!) contain the first name of a person. The data type (number, text, etc.) is also information about that field.
JPEG	An acronym for "Joint Photographic Experts Group." JPEG is the most common image format used by digital cameras and other photographic image capture devices and is the most common format for storing and transmitting photographic images on the World Wide Web. It is also abbreviated as JPG.
TIFF	An acronym for "Tagged Image File Format." TIFF is another file format for storing images, including photographs and line art. The TIFF format is widely supported by image-manipulation applications, by publishing and page layout applications, by scanning, faxing, word processing and optical character recognition.
DJVU	A digital document format with advanced compression technology and high performance value, used by the Digital Archives for presentation of images. DJVU allows for the distribution on the Internet and on DVD of very high resolution images of scanned documents, digital documents, and photographs. DJVU viewers are available for the web browser, the desktop, and PDA devices.
Record Series	A specific collection of related documents. For example, all marriage records, regardless of county or year, are grouped together as a set. Searches can be done to find specific counties, years and names. The same would apply to birth records, death records, etc. Military records would be grouped regardless of year, branch of service or county.

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	However, once again, refined searches can be performed to find specific individuals.
Title	A sub-grouping of information within a record series; such as Birth Records (series), Spokane County 1900-1910 (Title).
Index Fields	Specific fields that are entered into the database to identify the record information. For example, from an image of a birth certificate, information is manually entered into the database; possibly consisting of date of birth, county, city, mother, father, etc. Some information is not consistent from county to county, or even from birth certificate to birth certificate. Staff does their best to decipher and enter as much information as possible from each document.
Partner	An entity external to the Office of the Secretary of State. Usually another governmental entity, such as a municipality or a county. Private entities are also accepted on a case-by-case basis. An example of a private entity is the genealogy data sent from the Church of Jesus Christ, Latter Day Saints.
User	Anyone who uses the Digital Archives web sites and applications for searching the digital archives.
People Search	A People Search allows the user to search all records in our collection having index fields that are name-based. The user can also select a particular record series from a drop-down list to narrow the search to one type of record (marriage, census, etc).
Keyword Search	A Keyword Search allows the user to search on all other records in our collection that are NOT name-based. The keyword field allows the user to enter one or more terms to locate records which contain these words. The user can also select a particular record series from a drop-down list to narrow the search to one type of record (marriage, census, etc).
Detailed Search	A Detailed Search allows the user to select one record series and search on additional fields that are pertinent only to that record series. The user can also select a particular record series from a drop-down list to narrow the search to one type of record (marriage, census, etc).

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Professional License Record Series

Definition

What is the **Professional License Record Series** and what can you find in it?

In the State of Washington, County Auditors are “recording officers” (RCW 65.04.015 (1)) and “custodians of records” (RCW 65.04.140). The Revised Code of Washington (RCW) Title 65 requires the recording of legal documents. These recordings include license records which consist of, but are not limited to, the following:

- Amusement device location,
- process server,
- pawnbroker,
- peddler,
- kennel and
- dance hall licenses.

Purpose

The purpose of this manual is to provide users with specific instructions in order to successfully search and obtain records from within the Professional License Record Series.

Dependencies

One of the following browsers must be installed and configured properly in order to access the Professional License Record Series from the Digital Archives website:

- Internet Explorer 6.0 or 7.0
- Firefox 2.0 or 3.0
- Safari 3.2
- Opera 9.27

In addition to the above browsers, Lizardtech DJVU is an optional browser that may be installed to view images within a record of the Professional License Record Series. Users will be unable to view any images unless the DJVU browser is installed. DJVU can be downloaded at <http://www.celartem.com/en/download/>

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The Menu Bar

Throughout the Washington State Digital Archives website, you will see the “Menu Bar.” This menu allows you to go to certain pages within the Digital Archives site to get more information, find helpful links and to further explain some functions of the Digital Archives. This section is meant to help you gain a better understanding of our site and make your time spent researching more enjoyable and more profitable.

There’s No Place Like Home...

Clicking on the “Digital Archives Home” menu link will bring you back to the opening search page, “People Search” tab with no record series selected. Kind of like home base; so you always have a clean starting point no matter where in the site you may go.

Washington State Digital Archives

About the Digital Archives ▶

Digital Archives Home Search Collections News eRecords Management About Us View Cart My Recent Searches

Digital Archives Home

SEARCH THE DIGITAL ARCHIVES

PEOPLE SEARCH KEYWORD SEARCH DETAILED SEARCH

Record Series: All Record Series ▶ Search Help ▶ Detailed Search

First Name:

Last Name:

Total Records Preserved Online: 83,386,734
Total Records Searchable Online: 65,471,738

FEATURED LINKS

Browsable Collection:
'The A M Kendrick Collection Photographic Collection'

Browsable Collection:
'House of Representatives Committee Meeting Recordings Audio Recordings'

Browsable Collection:
'Spokane City Planning Department EXPO'74 Photographic Collection'

Top 10 Treasures

Archived Website:

Digital Archives Home page

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Looking for Something?...

This is the “Simple Search” option. You can either use the tabs for selecting the type of search to perform, or you can use the menu bar. The menu bar is always visible on all pages, which allows you to go back to a new search at any time. To use the tabs, you need to be on the “Digital Archives Home” page.

You access the drop down lists from the menu bar by placing your mouse cursor (the arrow) over the main menu bar title. If there is a list associated with that menu item, it will automatically drop down, allowing you to select from it by clicking on the specific item.

The screenshot displays the Washington State Digital Archives website. At the top is a banner with the title "Washington State Digital Archives" and a navigation menu with links: Digital Archives Home, Search, Collections, News, eRecords Management, About Us, View Cart, and My Recent Searches. The "Search" menu is open, showing options: Simple Search (highlighted with a red box), Detailed Search, and Search Help. Below the menu, the "Simple Search" section is active, featuring tabs for PEOPLE SEARCH, KEYWORD SEARCH, and DETAILED SEARCH. The PEOPLE SEARCH tab is selected, showing a form with fields for Record Series (set to "All Record Series"), First Name, and Last Name, along with a Search button. To the right of the form are links for Search Help and Detailed Search. Below the form, statistics are shown: Total Records Preserved Online: 83,386,734 and Total Records Searchable Online: 65,471,738. On the right side of the page, a "FEATURED LINKS" section lists three browsable collections: 'The A M Kendrick Collection Photographic Collection', 'House of Representatives Committee Meeting Recordings Audio Recordings', and 'Spokane City Planning Department EXPO'74 Photographic Collection', along with a link to Top 10 Treasures and an Archived Website link.

Search – Simple Search

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To perform a “Detailed Search,” select a record series from the “Record Series” drop down list. This will determine what other fields you can search by. After selecting the appropriate record series, the fields under that drop down list will change to allow selecting from other drop down lists and/or typing directly into text boxes. Once all of your selection criteria is entered, click the “Search” button and you’re off and running! Or more accurately, “off and researching!”

The screenshot shows the Washington State Digital Archives website. At the top, there's a banner with the text "Washington State Digital Archives" and "About the Digital Archives". Below the banner is a navigation bar with links: Digital Archives Home, Search, Collections, News, eRecords Management, About Us, View Cart, and My Recent Searches. The "Search" link is highlighted. Below the navigation bar, there's a search menu with three options: Simple Search, Detailed Search (highlighted with a red box), and Search Help. Below the search menu, there's a "Search Options" section. It includes a "Record Series" dropdown menu with the text "Select Record Series", a "County" dropdown menu with the text "-- All Counties --", and a "Title" dropdown menu with the text "-- All Titles --". To the right of these dropdowns, there's a circular icon with the text "Have a research question? Ask An Archivist!". Below the dropdowns, there's a "Search" button and a "Clear Form" button. At the bottom of the search options section, there's a "Search Results" section.

Search – Detailed Search

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Everyone needs a little help on occasion, so we've included "Search Help" to guide you through some of the basics about searching the Digital Archives site.

The screenshot shows the Washington State Digital Archives website. The header includes the site name and navigation links. A dropdown menu under 'Search' highlights 'Search Help'. The main content area is divided into 'Search Help' and 'Detailed Search Help'. The 'Search Help' section includes a 'People Search' tip and a 'Keyword Search' link. The 'Detailed Search Help' section lists various record series with download links for PDF and Word documents. An inset image shows the 'Digital Archives Home' page with search and collection options.

Washington State Digital Archives

About the Digital Archives

Digital Archives Home Search Collections News eRecords Management About Us View Cart My Recent Searches

Simple Search
Detailed Search
Search Help

Search Help

Several searches are available to help you find information in the Digital Archives. Each search is suited for different needs.

People Search

- People Search allows researchers to search ALL records in our collection that have index fields that are name based
- Or researchers can select a particular record series from the drop down list to narrow the search to one type of record (marriage, census, etc)

Tip: if you are uncertain of the first name, enter the first letter or leave it blank.
Example: To search on any records for James White, enter James (or J) for the first name and White for the Last Name, click search. If you are looking specifically for census records, select Census from the drop down list first and click search.

Detailed Search Help

For detailed search help for a specific record series, you may download the user manual below

- Corporations Records
 - [PDF \(700KB\)](#)
 - [Word \(3,987KB\)](#)
- Minute Records
 - [PDF \(705KB\)](#)
 - [Word \(2,571KB\)](#)
- Resolution Records
 - [PDF \(951KB\)](#)
 - [Word \(2,841KB\)](#)

Keyword Search

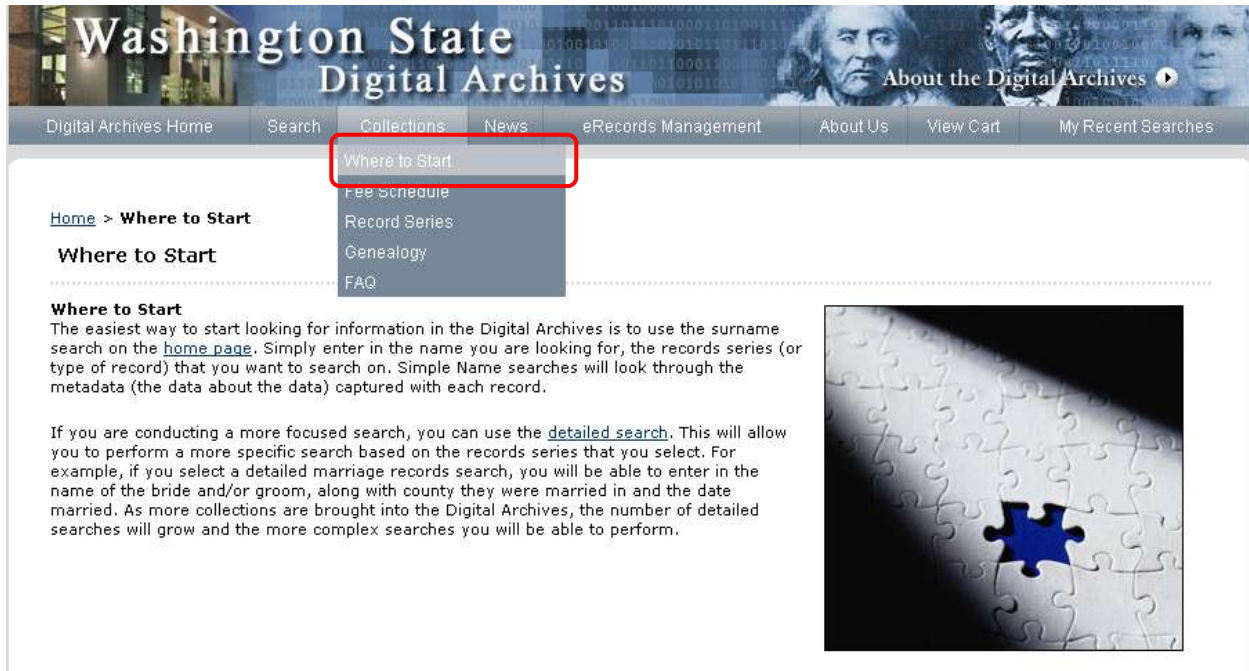
Search – Search Help

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What is There to See?

“I need to find out if my Great Uncle Harry has any record of...” So you want to discover if Great Uncle Harry has any past in Washington State? Be careful! You may find him in the “Frontier Justice” record series as having had some “contact” with law enforcement. Or you may find that he really *was* Mayor of Adna. Or you may find that he served in World War 1, but never mentioned it.

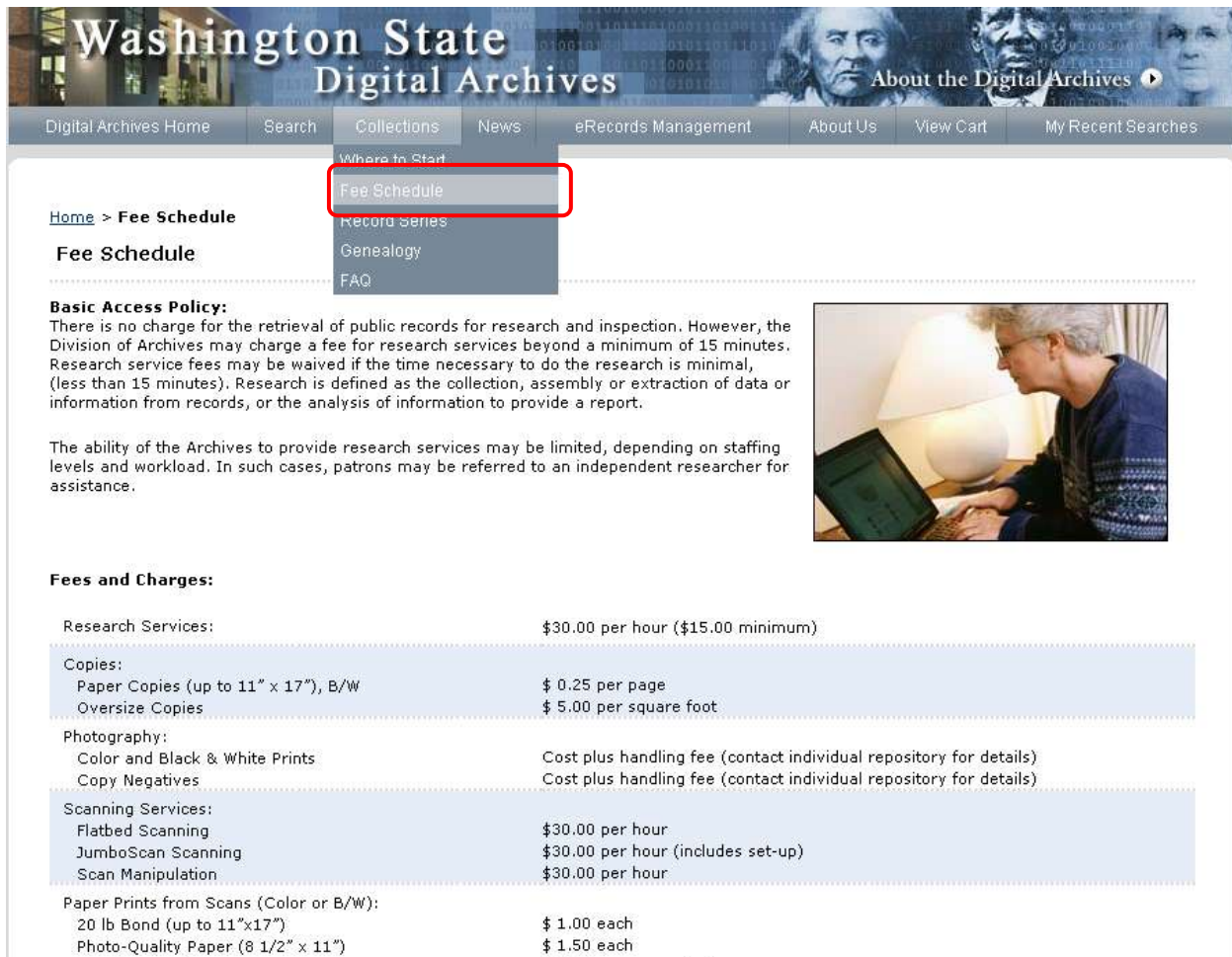


Collections – Where to Start

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“Ah, yes... you want a copy of that?” As with many things historical, to get a copy might cost something. But our fees are very reasonable. The Digital Archives also offers research services if you're not sure how to begin. We can either point you in the right direction or, for a fee, look for the information for you.



The screenshot shows the Washington State Digital Archives website. The header includes the site name and a navigation bar with links: Digital Archives Home, Search, Collections, News, eRecords Management, About Us, View Cart, and My Recent Searches. A dropdown menu under 'Collections' is open, highlighting 'Fee Schedule'. The main content area is titled 'Home > Fee Schedule' and 'Fee Schedule'. It includes a 'Basic Access Policy' section, a photograph of a person using a laptop, and a 'Fees and Charges' section with a table of services and prices.

Washington State Digital Archives

About the Digital Archives

Digital Archives Home Search Collections News eRecords Management About Us View Cart My Recent Searches

Where to Start

Fee Schedule

Record Series

Genealogy

FAQ

Home > Fee Schedule

Fee Schedule

Basic Access Policy:
There is no charge for the retrieval of public records for research and inspection. However, the Division of Archives may charge a fee for research services beyond a minimum of 15 minutes. Research service fees may be waived if the time necessary to do the research is minimal, (less than 15 minutes). Research is defined as the collection, assembly or extraction of data or information from records, or the analysis of information to provide a report.

The ability of the Archives to provide research services may be limited, depending on staffing levels and workload. In such cases, patrons may be referred to an independent researcher for assistance.



Fees and Charges:

Research Services:	\$30.00 per hour (\$15.00 minimum)
Copies:	
Paper Copies (up to 11" x 17"), B/W	\$ 0.25 per page
Oversize Copies	\$ 5.00 per square foot
Photography:	
Color and Black & White Prints	Cost plus handling fee (contact individual repository for details)
Copy Negatives	Cost plus handling fee (contact individual repository for details)
Scanning Services:	
Flatbed Scanning	\$30.00 per hour
JumboScan Scanning	\$30.00 per hour (includes set-up)
Scan Manipulation	\$30.00 per hour
Paper Prints from Scans (Color or B/W):	
20 lb Bond (up to 11"x17")	\$ 1.00 each
Photo-Quality Paper (8 1/2" x 11")	\$ 1.50 each

Collections – Fee Schedule

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“How extensive is the information that I can search?” The Digital Archives has what are called “Record Series,” which are collections of information grouped by various criteria, such as subject and dates. Not all record series have images attached to them, but information taken from the original documents can be searched. Limitations placed on access to images and information may be due to legal issues surrounding personally identifiable information, such as Social Security numbers, or other limitations placed by the Partner. But for the most part, if we have it, you can get it!

The screenshot shows the Washington State Digital Archives website. The header includes the site name and navigation links. The 'Collections' menu is open, highlighting 'Record Series'. The 'Current Collections' section contains an FAQ about record series and a list of available collections. The 'Available Collections' list includes various record types, with 'Professional License Records' highlighted in the dropdown menu.

Washington State Digital Archives

Navigation: Digital Archives Home | Search | Collections | News | eRecords Management | About Us | View Cart | My Recent Searches

Current Collections

- Where to Start
- Fee Schedule
- Record Series**
- Agreements/Contracts
- Audio Recordings
- Birth Records
- Census Records
- Corporation Records
- Death Records
- E-Publication Records
- Frontier Justice Records
- Institution Records
- Land Records
- Marriage Records
- Military Records
- Minute/Resolution/Ordinance Records
- Minutes Records
- Misc Auditor Records
- Misc Family History
- Naturalization Records
- Oaths of Office Records
- Ordinance Records
- Photograph Records
- Plats/Surveys Records
- Power of Attorney Records
- Professional License Records
- Resolution Records
- Uniform Commercial Code Records

Available Collections

Listed below are all of the record series currently searchable on-line. Within each record series, click on the '+' symbol next to the record sets, click on the record title. To view all record sets at the

Expand All | Contract All

- Audio Records
- Auditor Misc Records
- Birth Records
- Census Records
- Corporation Records
- Death Records
- E-Publications
- Frontier Justice
- Institution Records
- Land Records
- Marriage Records
- Military Records

Collections – Record Series

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“I want to see my Nana’s birth certificate.” Selecting a Record Series, such as Birth Records, you will be presented with a listing of available counties, also known as “Titles,” within the record series. Not all Washington State counties are participating in the Digital Archives yet, but more are coming onboard all the time. There may or may not be images of the birth certificate. It is a Partner decision to release them, along with various legal issues; such as Social Security numbers. But look anyway... you just might find Nana’s birth certificate. And you might find that she’s younger than you think!

The screenshot shows the Washington State Digital Archives website. The header includes the site name and navigation links. A dropdown menu is open under 'Record Series Info for: Birth Records', with 'Birth Records' highlighted by a red rectangle. The main content area displays a list of counties and their corresponding record series names, such as 'Benton County Marriage Records' and 'Clallam County Minute/Resolution/Ordinance Records'.

Washington State Digital Archives

Navigation: Digital Archives Home | Search | Collections | News | eRecords Management | About Us | View Cart | My Recent Searches

Record Series Info for: Birth Records

Where to Start | Fee Schedule | Record Series | Agreements/Contracts | Audio Recordings | Birth Records | Census Records | Corporation Records | Death Records | E-Publication Records | Frontier Justice Records | Institution Records | Land Records | Marriage Records | Military Records | Minute/Resolution/Ordinance Records | Minutes Records | Misc Auditor Records | Misc Family History | Naturalization Records | Oaths of Office Records | Ordinance Records | Photograph Records | Plats/Surveys Records | Power of Attorney Records | Professional License Records | Resolution Records | Uniform Commercial Code Records

Record Series Name: Birth Records

Record Series Description: Birth Records are created by the doctor or midwife at the time of a child, created by the doctor or midwife at the time of the name of the child, date and place of birth, and the name of the father and mother.

Have a research question? Ask An Archivist!

Collections – Record Series – Birth Records

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In the 1970's, Alex Haley's book, *Roots*, stirred a desire for many to find out where they came from. Who were their ancestors? Was Great Uncle Harry actually a horse thief, or was he a war hero? If the information was recorded in Washington State, chances are it can be found at the Digital Archives. If not, the page has a link to other genealogy sites to assist you in your quest for family history.

And keep us updated on Great Uncle Harry...

The screenshot shows the Washington State Digital Archives website. The header features the site's name and a navigation bar with links: Digital Archives Home, Search, Collections, News, eRecords Management, About Us, View Cart, and My Recent Searches. A dropdown menu is open under 'Collections', showing options: Where to Start, Fee Schedule, Record Series, and Genealogy (which is highlighted with a red box). The main content area is titled 'Home > Genealogy' and 'Genealogy'. It includes a definition of genealogy, a paragraph about family history research, and a list of important documents (marriage, birth, death, census records). To the right, there is a section for 'Related Genealogy Links' and a photograph of a diverse group of people sitting together.

Collections – Genealogy

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What in the heck is an FAQ? Some may see the acronym, "FAQ," and wonder what it means. "Frequently Asked Questions." ah-HA! What the Digital Archives has done is taken calls, emails and letters with questions from researchers and the general public and compiled a list of questions that are most often asked. So before calling, emailing or writing, check out our FAQ page to see if your question has already been answered. And remember, there is no such thing as a dumb question...

Washington State Digital Archives

Digital Archives Home Search Collections News eRecords Management About Us View Cart My Recent Searches

Where to Start
Fee Schedule
Record Series
Genealogy
FAQ
Category Search

[Home](#) > **FAQ**

Frequently Asked Questions

FAQ Categories

[Search](#)
[Collections](#)
[eRecords Management](#)
[About Us](#)
[Research](#)

1. How do I locate a birth certificate?
Currently the Digital Archives only contains the following Record Series: Marriage, Census. New Record Series will continue to be added, including Birth Records. Until then, go to the Web site for the county where the birth occurred. There you will find information on how to obtain a copy of the desired birth record.

2. Can I use Boolean operators in the search?
Boolean operators tell the search which keywords you want your results to include or exclude, and whether you require that your keywords appear close to each other. You may use the following Boolean operators when searching the Digital Archives using keywords:
AND, OR, NOT.
For more information about Boolean operators and how to use them, go to [Searchability.com](#).

3. What if I don't find what I'm looking for?
The Digital Archives makes all records in its collection searchable, except those that are required to be kept confidential. If you are not finding the records you are looking for, then the records is either still with the originating agency or does not exist in an electronic form. Please contact your [Regional Archivist](#) if you are having problem locating your record.

[top](#)

Category: Collections

1. What is the difference between a Collection and a Record Series?
A records series is a group of records with similar purpose that are arranged in a logical order - alphabetically, numerically, by date, etc. A collection is a group of records (that may comprise of many record series) that have some unifying characteristic. For instance, from the Governor's Office we may get correspondence, press releases and executive orders - all of which are records series; together all of those series make the Governor's Administration Collection.

2. Will the Digital Archives ever contain historic maps?

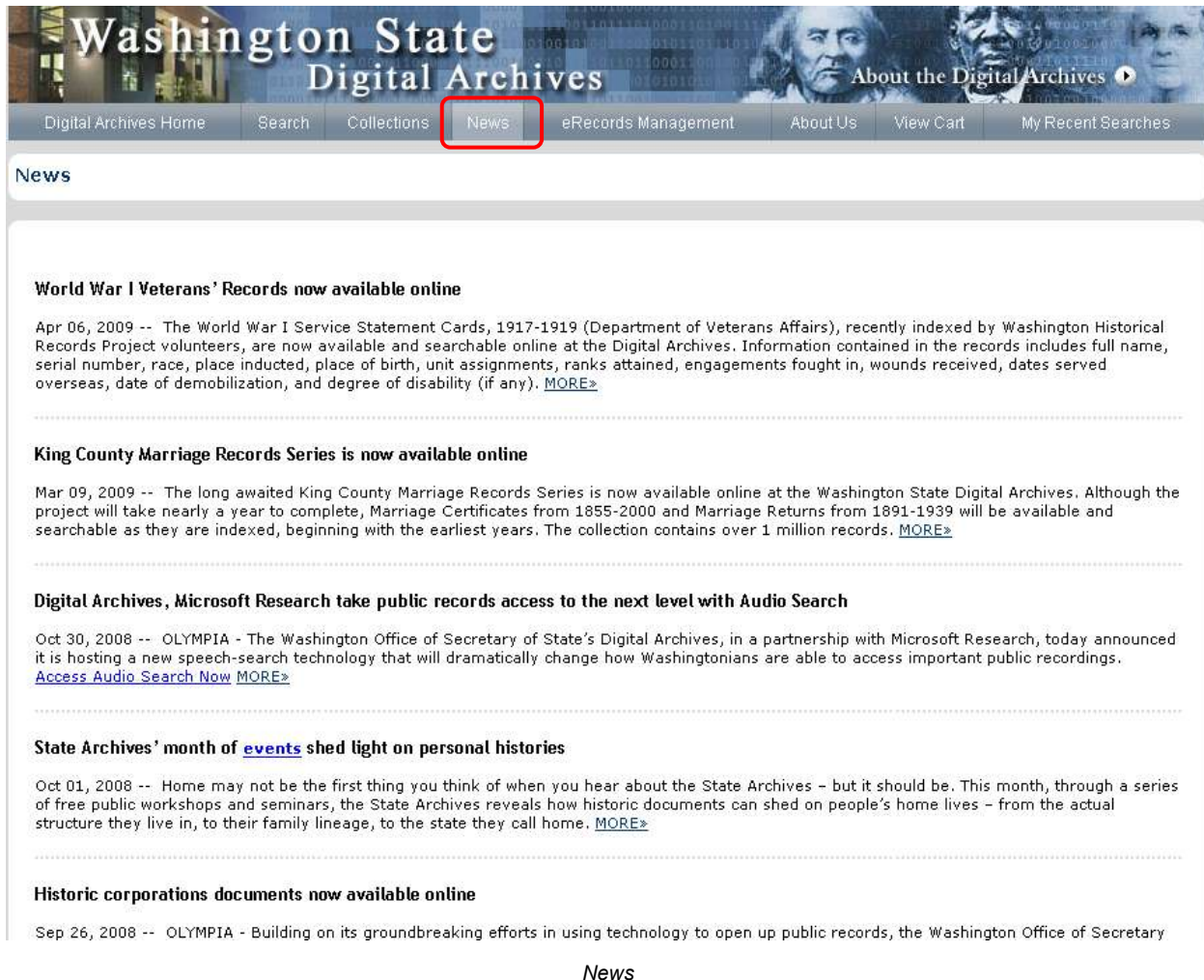
Collections – FAQ

Professional License Record Series

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What's the Latest?

Or in today's modern vernacular, "Wazzup?" Check out the "News" menu item to see what the Digital Archives is up to. Check to see if Lewis County has submitted Birth Records, or how the King County Marriage Certificate project is progressing. See what the Digital Archives Partners are up to and what records are now available.



The screenshot shows the Washington State Digital Archives website. The header features the site's name and a navigation bar with links: Digital Archives Home, Search, Collections, News (highlighted with a red box), eRecords Management, About Us, View Cart, and My Recent Searches. Below the navigation bar, the "News" section is displayed, containing several articles with headlines, dates, and brief descriptions. Each article includes a "MORE>" link for further details.

Washington State Digital Archives

About the Digital Archives ▶

Digital Archives Home Search Collections **News** eRecords Management About Us View Cart My Recent Searches

News

World War I Veterans' Records now available online

Apr 06, 2009 -- The World War I Service Statement Cards, 1917-1919 (Department of Veterans Affairs), recently indexed by Washington Historical Records Project volunteers, are now available and searchable online at the Digital Archives. Information contained in the records includes full name, serial number, race, place inducted, place of birth, unit assignments, ranks attained, engagements fought in, wounds received, dates served overseas, date of demobilization, and degree of disability (if any). [MORE>](#)

King County Marriage Records Series is now available online

Mar 09, 2009 -- The long awaited King County Marriage Records Series is now available online at the Washington State Digital Archives. Although the project will take nearly a year to complete, Marriage Certificates from 1855-2000 and Marriage Returns from 1891-1939 will be available and searchable as they are indexed, beginning with the earliest years. The collection contains over 1 million records. [MORE>](#)

Digital Archives, Microsoft Research take public records access to the next level with Audio Search

Oct 30, 2008 -- OLYMPIA - The Washington Office of Secretary of State's Digital Archives, in a partnership with Microsoft Research, today announced it is hosting a new speech-search technology that will dramatically change how Washingtonians are able to access important public recordings. [Access Audio Search Now MORE>](#)

State Archives' month of [events](#) shed light on personal histories

Oct 01, 2008 -- Home may not be the first thing you think of when you hear about the State Archives – but it should be. This month, through a series of free public workshops and seminars, the State Archives reveals how historic documents can shed on people's home lives – from the actual structure they live in, to their family lineage, to the state they call home. [MORE>](#)

Historic corporations documents now available online

Sep 26, 2008 -- OLYMPIA - Building on its groundbreaking efforts in using technology to open up public records, the Washington Office of Secretary

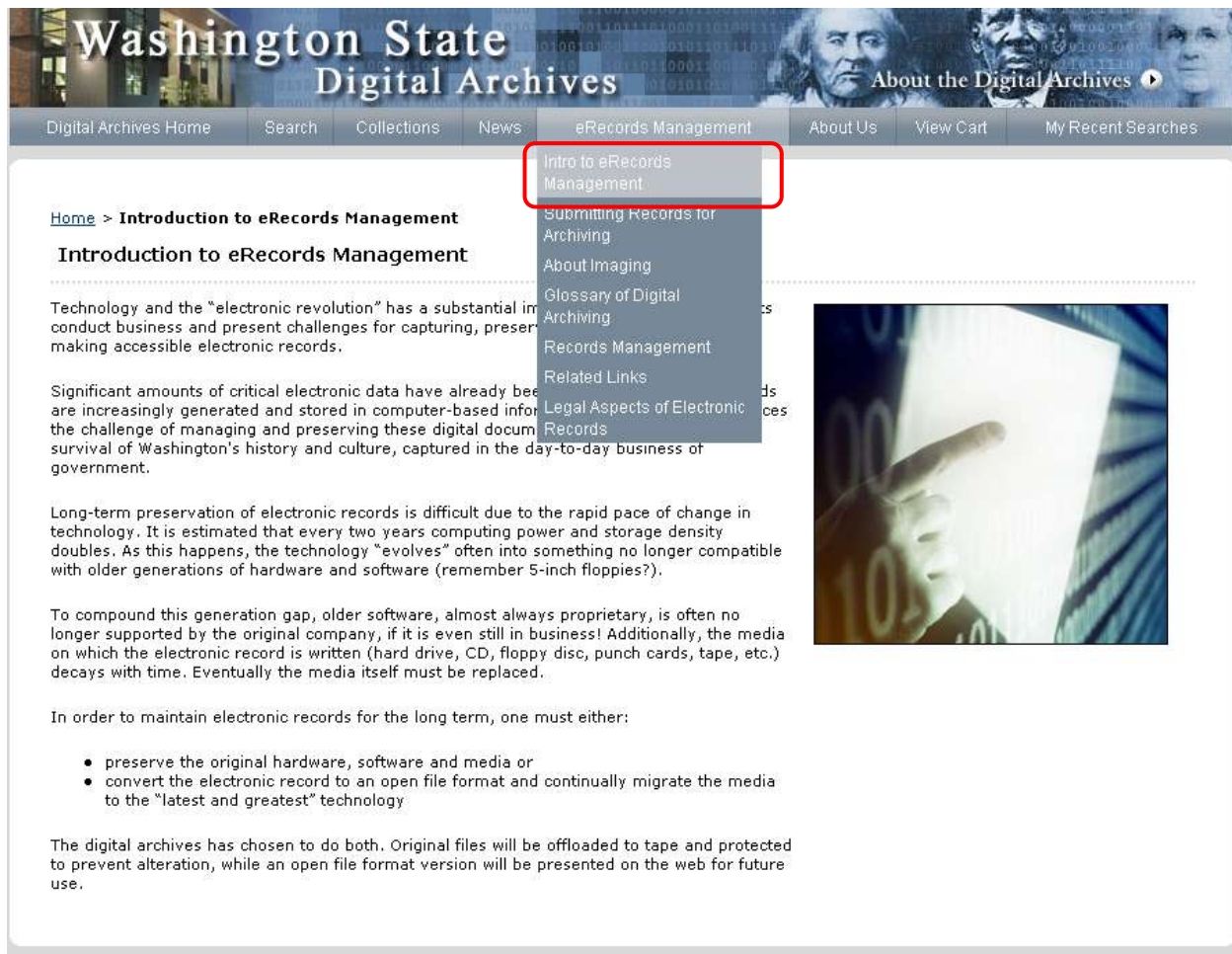
News

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Paperless Archiving

Nowadays, techno-babble is permeating our everyday language. “eCommerce,” “Cyber... whatever” and other techy-sounding terms are bandied about like tennis balls at Wimbledon. However, it is in this very arena that the Digital Archives provides services for the public. If you can read it with a computer, chances are the Digital Archives has it. Any electronic document, such as Adobe’s .PDF file format, that is submitted to (and accepted by) the Digital Archives can be found on-line.



The screenshot displays the Washington State Digital Archives website. The header features the site's name and a navigation bar with links: Digital Archives Home, Search, Collections, News, eRecords Management, About Us, View Cart, and My Recent Searches. The 'eRecords Management' link is highlighted with a red box. Below the navigation bar, the page title is 'Introduction to eRecords Management'. The main content area includes a paragraph about the 'electronic revolution' and its challenges, followed by a section on the difficulty of long-term preservation of electronic records. A list of two options for maintaining electronic records is provided: preserving the original hardware, software, and media, or converting the record to an open file format and migrating it to the latest technology. The page also mentions that the digital archives has chosen to do both. On the right side of the page, there is a sidebar with a list of links: Submitting Records for Archiving, About Imaging, Glossary of Digital Archiving, Records Management, Related Links, Legal Aspects of Electronic Records, and a small image of a hand pointing at a document.

eRecords Management – Intro to eRecords Management

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Having said all of that, there are certain criteria that must be met for an electronic document (an eRecord) to be stored by the Digital Archives. So not all electronic documents produced in Washington State are stored. But those that meet those certain criteria can be found.

Do you have an electronic document that you want the Digital Archives to store? Find out what is required and how to go about submitting it for consideration.



Washington State Digital Archives

About the Digital Archives

Digital Archives Home Search Collections News eRecords Management About Us View Cart My Recent Searches

[Home](#) > **Submitting Documents for Archiving**

Submitting Records for Archiving

The Washington State Digital Archives is following a phased implementation project. At this time, the Digital Archives is in phase one, which phase we are developing the backbone of the content management system and the following record series into the collection: Marriage Records, Census Records, Naturalization Records, Military Records, Institutional Records, and Historical Records.

In phase two, we will be adding in records from the Governor Locke Administration, Governor Lowry Administration, records from the Legislative Services Center and the Chelan County Clerk.

In phase three we will be focusing on securing those records which have the highest historical value that are at the greatest risk of being lost if not gathered quickly.

By February 2006, we anticipate moving into phase four. By this time, we will have worked with our pilot agencies to fully develop best practices and methods for sending electronic records to us - everything from hand delivering a disc full of data to a fully automated and secure process that allows you to drag files to a folder to have them sent. In the meantime, we would be happy to work with you on any questions, concerns or problems you may have with your electronic records.

Submitting Records for Archiving

About Imaging

Glossary of Digital Archiving

Records Management

Related Links

Legal Aspects of Electronic Records

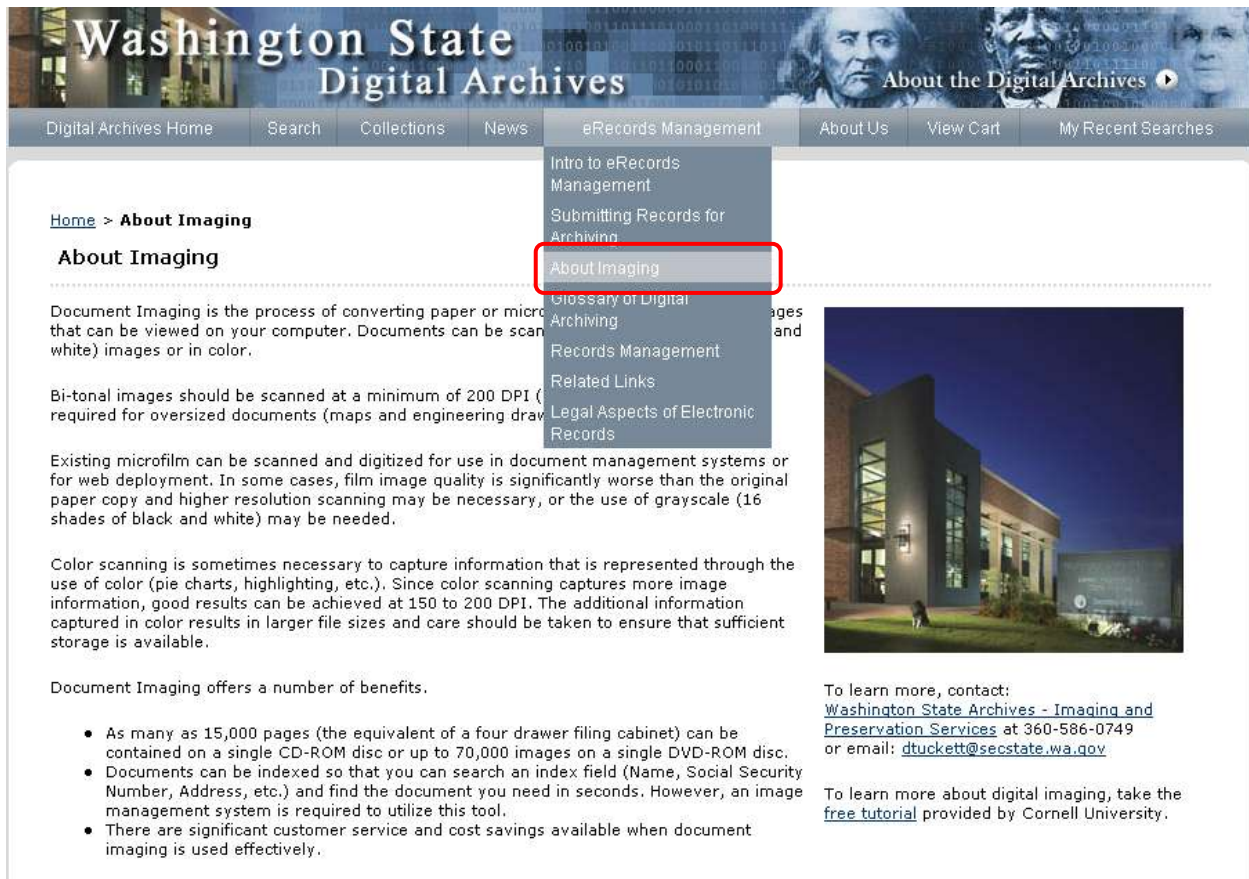


eRecords Management – Submitting Records for Archiving

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What is imaging? Basically, it's the conversion of a paper document into an electronic form that can be stored on a computer. Common formats include Adobe's .PDF, .TIFF and .JPEG. This page describes the basics and benefits of imaging with some links to other sites with more information.



Washington State Digital Archives

About the Digital Archives

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Home > **About Imaging**

About Imaging

Document Imaging is the process of converting paper or microfilm documents into electronic images that can be viewed on your computer. Documents can be scanned in grayscale (black and white) images or in color.

Bi-tonal images should be scanned at a minimum of 200 DPI (Dots Per Inch). Higher resolution is required for oversized documents (maps and engineering drawings).

Existing microfilm can be scanned and digitized for use in document management systems or for web deployment. In some cases, film image quality is significantly worse than the original paper copy and higher resolution scanning may be necessary, or the use of grayscale (16 shades of black and white) may be needed.

Color scanning is sometimes necessary to capture information that is represented through the use of color (pie charts, highlighting, etc.). Since color scanning captures more image information, good results can be achieved at 150 to 200 DPI. The additional information captured in color results in larger file sizes and care should be taken to ensure that sufficient storage is available.

Document Imaging offers a number of benefits.

- As many as 15,000 pages (the equivalent of a four drawer filing cabinet) can be contained on a single CD-ROM disc or up to 70,000 images on a single DVD-ROM disc.
- Documents can be indexed so that you can search an index field (Name, Social Security Number, Address, etc.) and find the document you need in seconds. However, an image management system is required to utilize this tool.
- There are significant customer service and cost savings available when document imaging is used effectively.

To learn more, contact:
[Washington State Archives - Imaging and Preservation Services](#) at 360-586-0749
or email: dtuckett@secstate.wa.gov

To learn more about digital imaging, take the [free tutorial](#) provided by Cornell University.

eRecords Management – About Imaging

Professional License Record Series

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Every industry has its own definitions of terms and acronyms. Archiving is no different. To better understand the terms used by the Digital Archives, and archiving in general, check out this page.



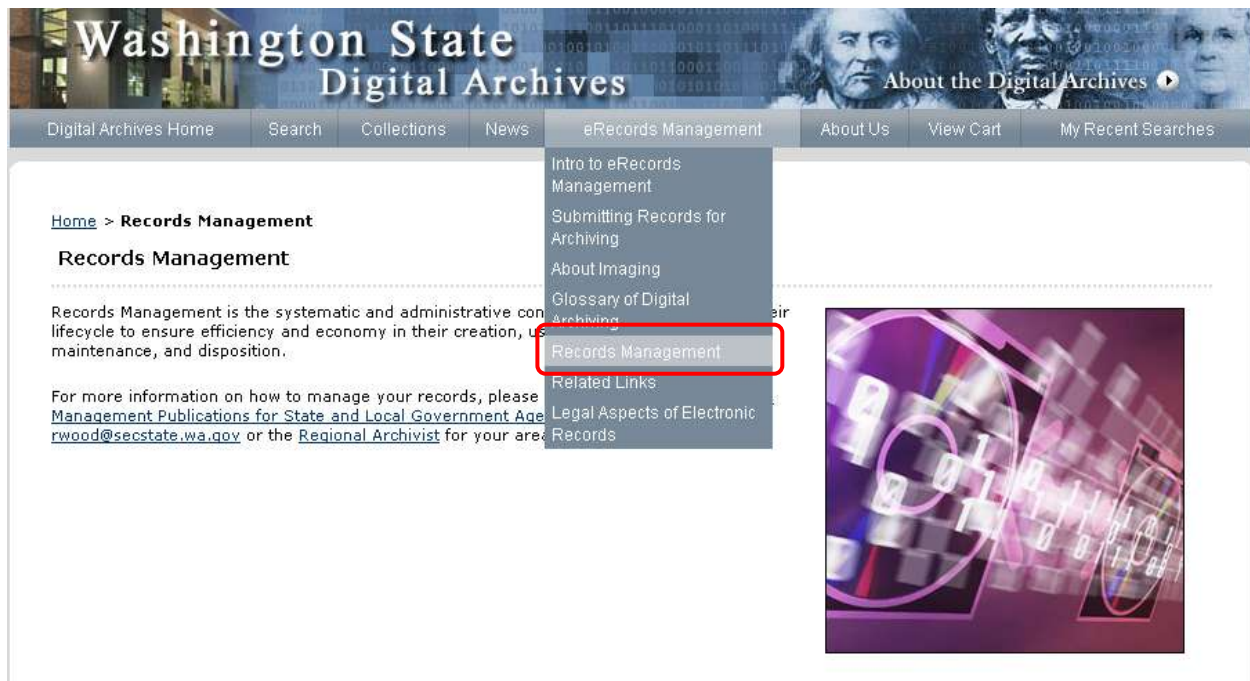
eRecords Management – Glossary of Digital Archiving

Professional License Record Series

User Manual

Records, whether digital (electronic) or paper, require administration and management. There are two main reasons for this: first, to better organize the information for ease of retrieval, and two, to maintain the quality of the documents. Paper archives have certain temperature and humidity requirements to allow the paper to last as long as possible. You can't just store them in the attic like old magazines and baseball cards.

Electronic archives require updates to the media to ensure the information can be read. Technological advances are so rapid that media used even 10 years ago may not be readable because the devices used to create them are obsolete and hard, if not impossible, to find. Remember 5-1/4 inch floppies?



eRecords Management – Records Management

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To find out more about electronic records management, check out our links page.

The screenshot shows the Washington State Digital Archives website. The header features the site name and a navigation bar with links: Digital Archives Home, Search, Collections, News, eRecords Management, About Us, View Cart, and My Recent Searches. A dropdown menu for 'eRecords Management' is open, listing: Intro to eRecords Management, Submitting Records for Archiving, About Imaging, Glossary of Digital Archiving, Records Management, **Related Links** (highlighted with a red box), and Legal Aspects of Electronic Records. The main content area displays 'Home > Related Links' and lists various resources under categories like Computer Museums, Digital Archives Projects, Digital Archives Models, and Deciphering Old Handwriting.

Washington State Digital Archives

About the Digital Archives ▶

Digital Archives Home Search Collections News **eRecords Management** About Us View Cart My Recent Searches

eRecords Management

- Intro to eRecords Management
- Submitting Records for Archiving
- About Imaging
- Glossary of Digital Archiving
- Records Management
- Related Links**
- Legal Aspects of Electronic Records

[Home](#) > **Related Links**

Related Links

Computer Museums

- [Obsolete Technology Website](#)
- [Old-Computers.com](#)
- [The History of Computer Project](#)
- [The Old Computer Dot Com](#)

Digital Archives Projects

- [The Camileon Project](#)
- [Curl Exemplars for Digital Archives](#)
- [Internet Archive - The Way Back Machine](#)
- [The National Archives of the United Kingdom](#)
- [The California Underground Railroad](#)
- [Digital Preservation](#)
- [National Archives of Australia](#)
- [National Archives and Records Administration - Electronic Records Archives](#)

Digital Archives Models

- [Department of Defense Electronic Records Management Software Applications Design Criteria Standard DoD5015.2 \(pdf\)](#)
- [ISO Archiving Standards - Reference Model Papers](#)
- [International Research on Permanent Authentic Records in Electronic Systems](#)
- [San Diego Supercomputer Center at UCSD](#)
- [International Research on Permanent Authentic Records in Electronic Systems](#)

Deciphering Old Handwriting

- [Deciphering Old Handwriting in Genealogy](#)
- [The National Archives of the United Kingdom - Palaeography Interactive Tutorial](#)

eRecords Management – Related Links

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The “Legal-eeze.” You know, the fine print... the guy talking so fast at the end of the commercial that you can barely make out what he’s saying? Well, there are legal requirements with regard to archiving, and electronic record archiving is no different. This page covers many of the general questions about electronic records; such as, “Are they different than paper records?” Or, “Is an email an electronic record that needs to be archived?” The answer to the last question is, “yes,” so if you’re in State government, be careful what you send!

The screenshot displays the Washington State Digital Archives website. The header features the site's name and a navigation bar with links: Digital Archives Home, Search, Collections, News, eRecords Management, About Us, View Cart, and My Recent Searches. A dropdown menu is open under 'eRecords Management', listing options like 'Intro to eRecords Management', 'Submitting Records for Archiving', 'About Imaging', 'Glossary of Digital Archiving', 'Records Management', 'Related Links', and 'Legal Aspects of Electronic Records', which is highlighted with a red box. The main content area shows the breadcrumb 'Home > Legal Aspects of Electronic Records' and the title 'Legal Aspects of Electronic Records - Q&A'. The first question is 'Aren't electronic records different from paper records?'. The answer states that although physically different, Washington State makes no distinction between paper and electronic records, citing RCW 40.14 and 42.17. The second question is 'Are all state and local government agencies required to preserve electronic records?'. The answer is 'Yes', citing RCW 42.17.020(1) and the Open Government Internet Deskbook. The third question is 'Is an email "electronic record" subject to retention laws and regulations?'. The page is titled 'eRecords Management – Legal Aspects of Electronic Records' at the bottom.

Washington State
Digital Archives

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Home > Legal Aspects of Electronic Records

Legal Aspects of Electronic Records - Q&A

Aren't electronic records different from paper records?

No. Although physically different, Washington State makes no distinction between paper records and electronic records.

Chapter 40.14 RCW (which governs the retention, destruction, and long-term archival preservation of public records) makes no distinction between "paper records" and "electronic records." Both are subject to regulations governing records retention periods, and the potential destruction or long-term archival preservation of public records.

RCW 40.14.010 defines a "public records" as "...any paper, correspondence, completed form, bound record book, photograph, film, sound recording, map drawing, machine-readable material, compact disc meeting current industry ISO specifications, or other document, regardless of physical form or characteristics, and including such copies thereof, that have been made by or received by any agency of the state of Washington in connection with the transaction of public business, and legislative records as described in RCW 40.14.100."

Chapter 42.17 RCW (the Public Disclosure Act) also makes no distinction "paper records" and "electronic records." Both are subject to regulations governing the disclosure of public records.

RCW 42.17.020(36) defines a "public record" as "...any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics..."

The Office of the Attorney General [Open Government Internet Deskbook, Chapter One](#), provides excellent guidance in determining what is a public record.

Are all state and local government agencies required to preserve electronic records?

Yes. The laws and regulations governing the retention, disclosure, destruction and long-term preservation of all public records include both state and local government agencies. (Note: Specific statutes and rules apply to the legislative and judicial branches of government.)

RCW 42.17.020(1) defines "Agency" to include "...all state and local agencies. 'State agency' includes every state office, department, division, bureau, board, commission, or other state agency. 'Local agency' includes every county, city, town, municipal corporation, quasi-municipal corporation, or special purpose district, or any office, department, division, bureau, board, commission, or agency thereof, or other local public agency."

Is an email "electronic record" subject to retention laws and regulations?

eRecords Management – Legal Aspects of Electronic Records

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Who Are Those Guys?

Paul Newman made that quote famous in “*Butch Cassidy and the Sundance Kid*.” But it can apply to the Digital Archives as well. Who are we and what are we doing with all those records? This page gives a little background on who we are and what we do. Beginning with our background, you can see that we are alone on the “cutting edge” of digital archiving in the entire nation. We host several states Digital Archives in our facility as well as genealogy records from the Church of Jesus Christ, Latter Day Saints, based in Utah.

We partner with municipalities and local government, in addition to the Library of Congress in Washington DC. If you hear about a breakthrough in digital archiving, you can bet it’s being done at Washington State’s Digital Archives!

Washington State Digital Archives

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[Home](#) > **Digital Archives Background and History**

Digital Archives Background

The Washington State Digital Archives is the nation's first archives dedicated specifically to the preservation of electronic records from both State and Local agencies that have permanent legal, fiscal or historical value.

Located in Cheney, WA on the Eastern Washington University campus, the new facility was designed from the ground up to host this technically complex program. The web interface and database storehouse were custom designed specifically for the Digital Archives to hold the unique and very important electronic records found throughout the state, and to provide simple, straight forward access to researchers.

The Digital Archives includes a state of the art research room, complete with computer research stations, a high tech presentation classroom and a world-class data center.

Technical Documents and Presentations

- [2nd Annual Records Management Workshop](#)
- [Digital Archives Feasibility Study](#)
- [Digital Archives Investment Plan](#)
- [ISB Presentation Sept 2004](#)
- [Archiving Electronic Records](#)
- [Digital Archives Overview](#)
- [Quality Assurance Report Q1](#)
- [Quality Assurance Report Q3](#)

History of the Digital Archives

The agency began strategic planning for the Digital Archives in March of 2000, when the

About Us – Background

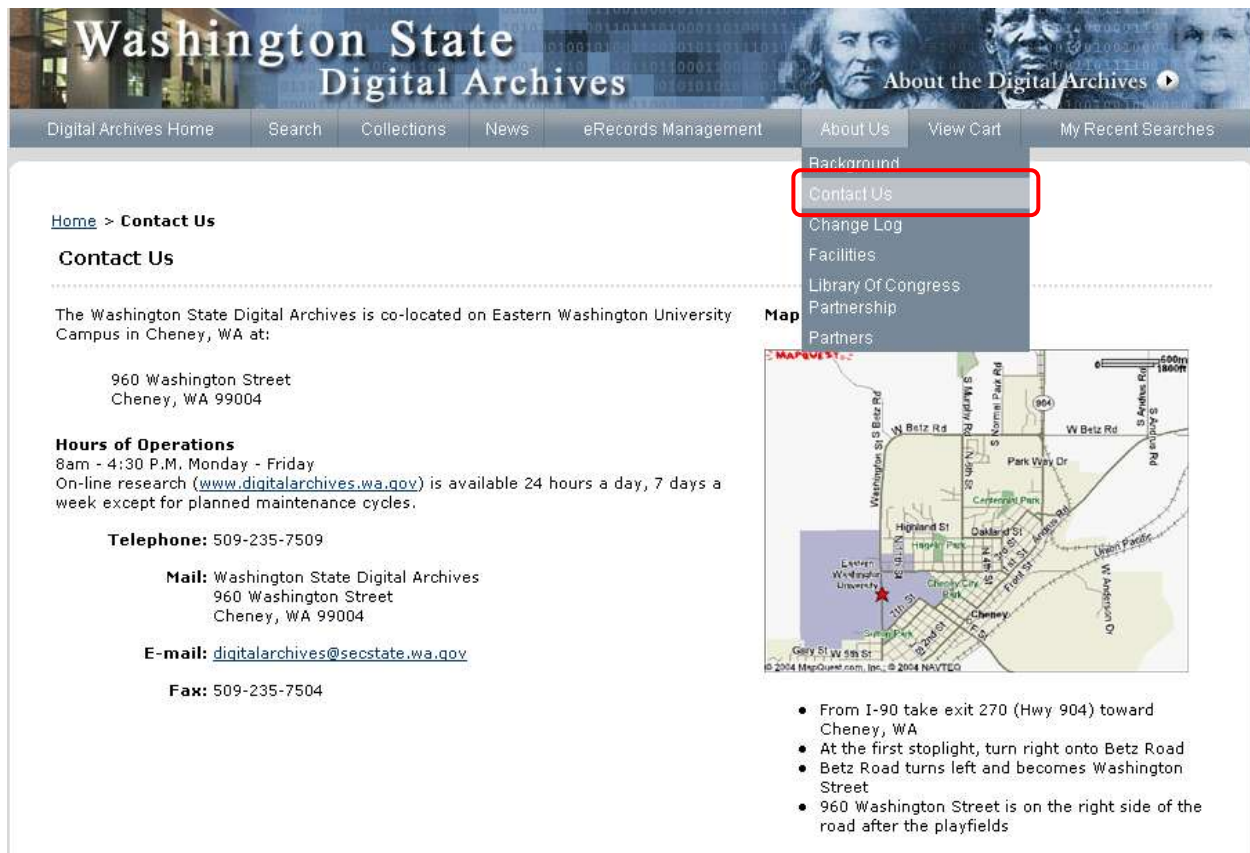
Professional License Record Series

User Manual

OK, so far it sounds great and you want to get in touch with us. How do you do that? The Digital Archives offers several ways to contact us:

- Telephone (509-235-7509),
- Fax (509-235-7504),
- Email (digitalarchives@secstate.wa.gov) and
- “Snail Mail” Washington State Digital Archives
960 Washington St
Cheney WA 99004

Our website is located at <http://www.digitalarchives.wa.gov/>, which is described in detail in this and other manuals for using the site.



Washington State Digital Archives

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Contact Us

The Washington State Digital Archives is co-located on Eastern Washington University Campus in Cheney, WA at:

960 Washington Street
Cheney, WA 99004

Hours of Operations
8am - 4:30 P.M. Monday - Friday
On-line research (www.digitalarchives.wa.gov) is available 24 hours a day, 7 days a week except for planned maintenance cycles.

Telephone: 509-235-7509

Mail: Washington State Digital Archives
960 Washington Street
Cheney, WA 99004

E-mail: digitalarchives@secstate.wa.gov

Fax: 509-235-7504

Map

- From I-90 take exit 270 (Hwy 904) toward Cheney, WA
- At the first stoplight, turn right onto Betz Road
- Betz Road turns left and becomes Washington Street
- 960 Washington Street is on the right side of the road after the playfields

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Those among you who are techies at heart will find this page interesting. It's a log of all of the changes and upgrades made to our site to better serve you, our valued customer. Some of it may seem like Greek; but it's all in our effort to make sure that you, as the user of our site, have the most pleasant experience possible in your research and information gathering experience. If you can think of anything that might enhance your use of this site even further, please drop us a note with your idea.

Washington State Digital Archives

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[Home](#) > **Digital Archives Change Log**

Digital Archives Change Log

April 21, 2009

- "Add to shopping cart" section has been redesigned.
- American Express credit cards are now accepted.
- Bug fix: Search results grid had a bug that could cause an error when paging through the results.
- Certain non-certified document orders can now be fulfilled online.
- E-publications can now be searched via the Keyword search tab on the home page.
- "Featured Collections" section has been expanded
- Footer links have been expanded.
- Menu bar has been redesigned for increased compatibility.
- News RSS feed added.
- Photograph search results interface has been updated.
- Photographs and Audio collections are now browsable.
- Questions and comments submission page has been redesigned.
- Right-hand column on the homepage has been redesigned.
- The [Privacy policy](#) has been updated to address the use of cookies.
- The [User manual](#) for the "Resolution" record series has been added.

February 3, 2009

- The "Ask an Archivist" feature is now available to help answer your research questions.
- The audio player UI has been updated.
- Records with attached images now display the file size for each attachment.
- The graphics for the menu bar have been redesigned.
- The footer for the website has been redesigned.
- Some formatting has been redesigned to improve cross browser compatibility.

November 20, 2008

- The loading screen has been improved to better support smaller screens.
- Additional search fields have been added to the collections search page available [here](#).
- Search parameters are now preserved between searches to further streamline the search process.
- An issue was fixed that caused an error when two invalid dates were entered in a detailed search for 'Minute Records'.

About Us – Change Log

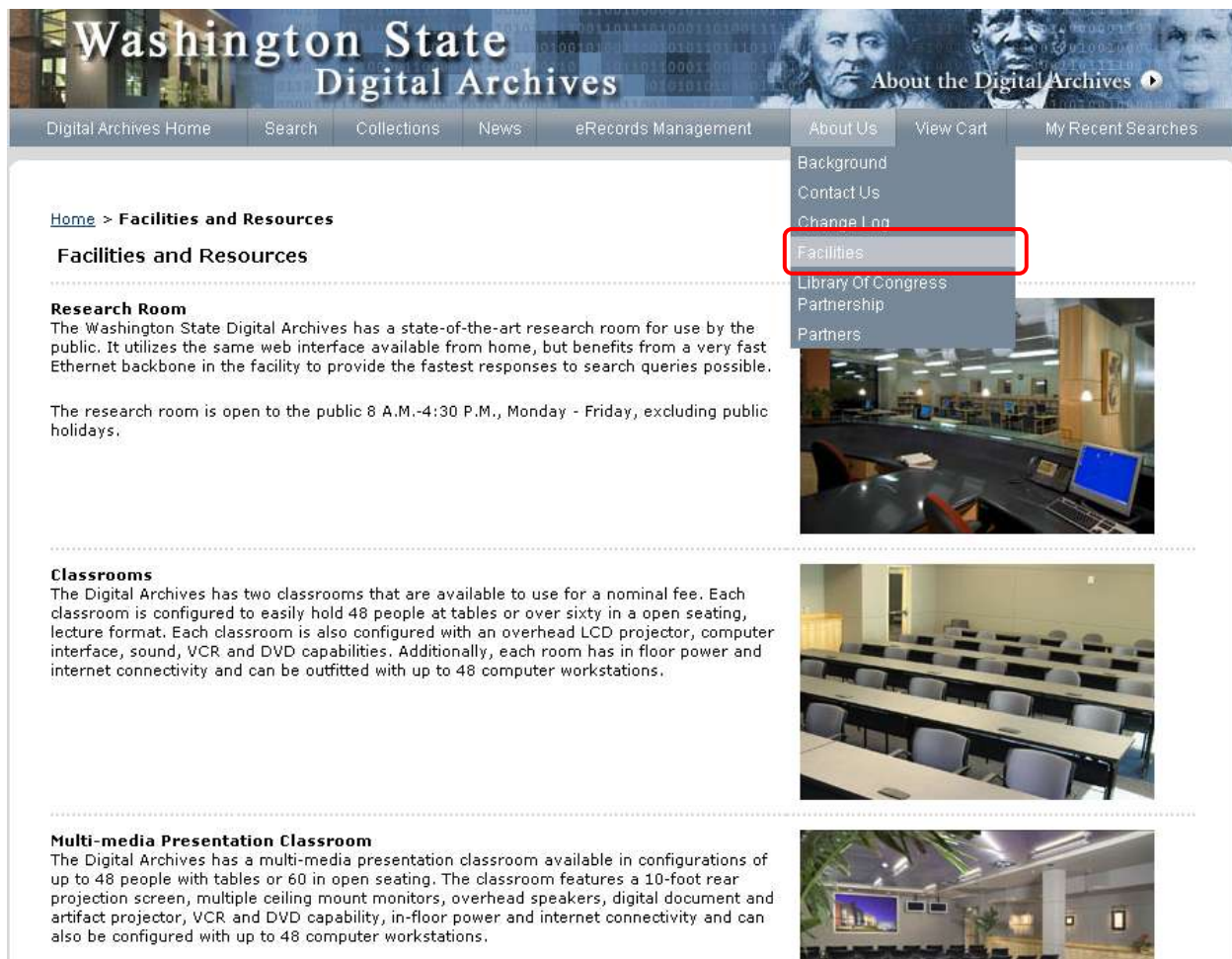
Professional License Record Series

User Manual

What's a first-class Digital Archive program without a first-class facility to house it? Well, we have more than archival space and documents. We boast (proudly) several amenities to make your research easier. This page outlines them in detail, but three of our offerings are:

- high-speed web connections to all our collections in a spacious research room,
- two classrooms capable of supporting up to 48 computers for group learning and research and
- a state-of-the-art multi-media room for lectures and further classroom functions.

The building that houses the Digital Archives is not your typical State warehouse. Completed in 2004, it was built specifically for housing the paper archives as well as the hardware required to manage and support the Digital Archives.



Washington State Digital Archives About the Digital Archives

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[Home](#) > **Facilities and Resources**

Facilities and Resources

Research Room
The Washington State Digital Archives has a state-of-the-art research room for use by the public. It utilizes the same web interface available from home, but benefits from a very fast Ethernet backbone in the facility to provide the fastest responses to search queries possible.

The research room is open to the public 8 A.M.-4:30 P.M., Monday - Friday, excluding public holidays.

Classrooms
The Digital Archives has two classrooms that are available to use for a nominal fee. Each classroom is configured to easily hold 48 people at tables or over sixty in an open seating, lecture format. Each classroom is also configured with an overhead LCD projector, computer interface, sound, VCR and DVD capabilities. Additionally, each room has in floor power and internet connectivity and can be outfitted with up to 48 computer workstations.

Multi-media Presentation Classroom
The Digital Archives has a multi-media presentation classroom available in configurations of up to 48 people with tables or 60 in open seating. The classroom features a 10-foot rear projection screen, multiple ceiling mount monitors, overhead speakers, digital document and artifact projector, VCR and DVD capability, in-floor power and internet connectivity and can also be configured with up to 48 computer workstations.

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As stated earlier, we have a strong partnership with the Library of Congress in Washington DC, in an effort to bring digital archives together from around the nation. Our leadership in the area of Digital Archiving has made Washington State the trend-setter (and envy) of the nation.

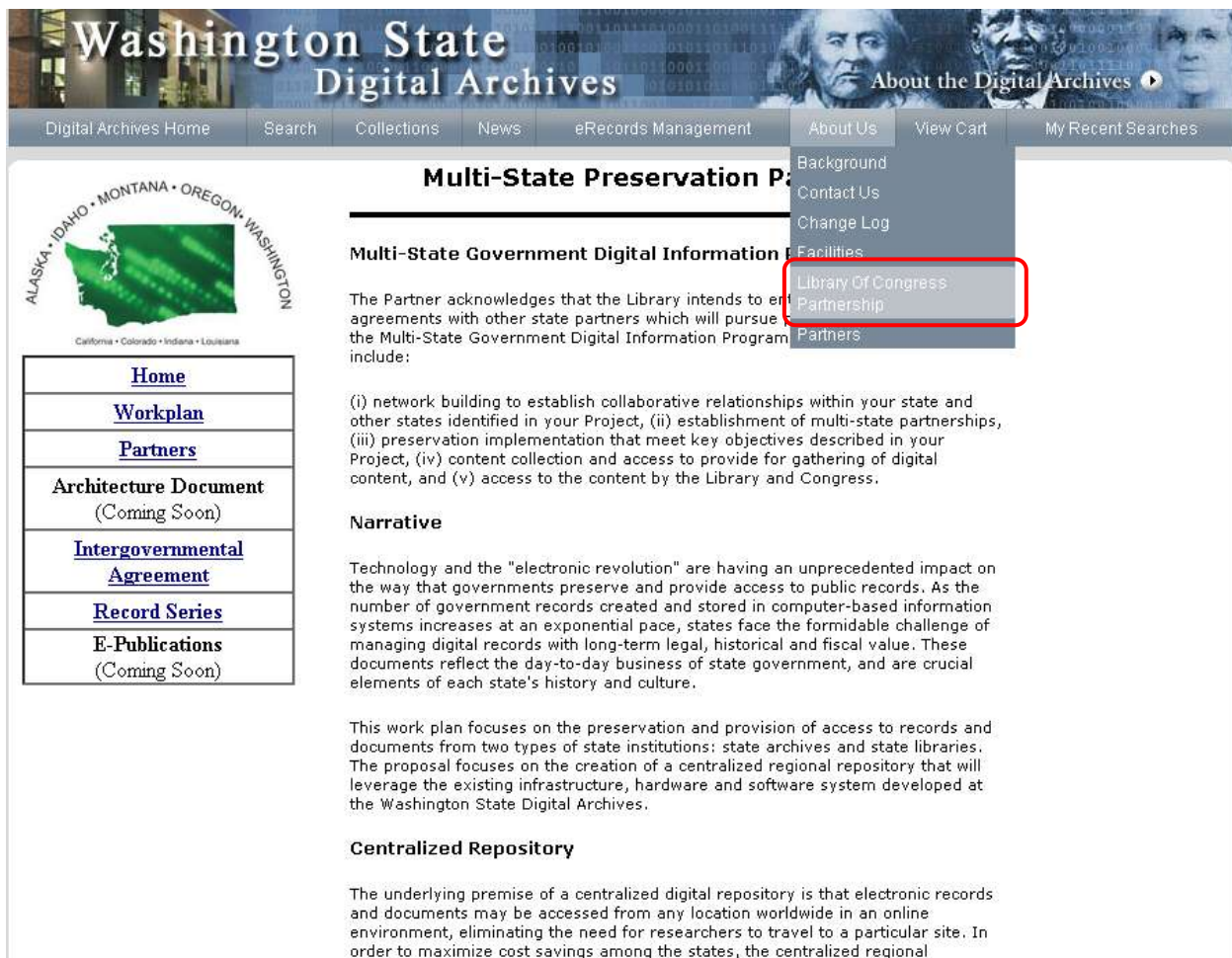
In addition to the Library of Congress, we currently partner with several states:

Colorado
Montana

Illinois
Nevada

Indiana
North Carolina

Louisiana
Oregon



Washington State Digital Archives

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Multi-State Preservation Partnership

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Multi-State Government Digital Information Program

The Partner acknowledges that the Library intends to enter into agreements with other state partners which will pursue the Multi-State Government Digital Information Program. The program includes:

- (i) network building to establish collaborative relationships within your state and other states identified in your Project, (ii) establishment of multi-state partnerships, (iii) preservation implementation that meet key objectives described in your Project, (iv) content collection and access to provide for gathering of digital content, and (v) access to the content by the Library and Congress.

Narrative

Technology and the "electronic revolution" are having an unprecedented impact on the way that governments preserve and provide access to public records. As the number of government records created and stored in computer-based information systems increases at an exponential pace, states face the formidable challenge of managing digital records with long-term legal, historical and fiscal value. These documents reflect the day-to-day business of state government, and are crucial elements of each state's history and culture.

This work plan focuses on the preservation and provision of access to records and documents from two types of state institutions: state archives and state libraries. The proposal focuses on the creation of a centralized regional repository that will leverage the existing infrastructure, hardware and software system developed at the Washington State Digital Archives.

Centralized Repository

The underlying premise of a centralized digital repository is that electronic records and documents may be accessed from any location worldwide in an online environment, eliminating the need for researchers to travel to a particular site. In order to maximize cost savings among the states, the centralized regional

About Us – Library of Congress Partnership

Professional License Record Series

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The Digital Archives couldn't exist without support from each of our partners. From Eastern Washington University, which hosts our building, to Dell, Cisco and Microsoft (to name a few) supplying our technology infrastructure, the Digital Archives is the culmination of joint efforts by all to preserve our State's heritage and history. And all of this is available to the public, either onsite in Cheney, Washington, from 8:00 to 4:30, Monday through Friday, or online 24 hours a day, seven days a week at <http://www.digitalarchives.wa.gov/>.

Washington State Digital Archives

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Partners

Advanced Digital Information Corporation
Advanced Digital Information Corporation is a recognized leader in data storage for the open systems market. ADIC is the world's largest supplier of automated tape storage systems using the drive technologies most often employed for backing up open-system, client-server networks. The Digital Archives is using the ADIC automated tape library which is resold under the Dell label.

Cisco Systems
Cisco Systems, Inc. is the worldwide leader in network connectivity and security. Cisco is the primary supplier of routers, switches and firewall appliances for the Digital Archives.

Dell
On a global scale, Dell manufactures and sells computing and networking hardware - ranging from personal workstations to enterprise-scale Storage Area Networks (SANs). Dell/EMC and Dell/ADIC are supplying the Digital Archives with a SAN and integrated automated tape library.

Eastern Washington University
EWU is a regional, comprehensive public university located in Cheney, Washington, with programs also offered in Spokane, Bellevue, Everett, Kent, Seattle, Shoreline, Tacoma and Vancouver. The University offers nearly 200 fields of study with a focus on career preparation with a strong underpinning in the liberal arts. Eastern is a driving force for the culture, economy and vitality of the Inland Northwest region. The University's beautiful campus, NCAA Division I athletics and opportunities for hands-on, real-world learning provide a classic, yet unique college experience.

EDS
EDS provides a broad portfolio of business and technology solutions to help its clients worldwide improve their business performance. EDS' core portfolio comprises information-technology, applications and business process services, as well as information-technology transformation services. In partnership with Microsoft, EDS provided the programming and application development for the customized solution for ingesta and archiving electronic records coming

Intelligent Storage™

CISCO SYSTEMS

DELL

EASTERN WASHINGTON UNIVERSITY

Delivered By **EDS**

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Manager to Checkstand 5!

The Digital Archives allows online purchasing of items using your major credit card. When I passed through the line, I had an empty cart...



Shopping Cart

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Save a Search, Save Time

As a user of our website, a feature that can make your life easier is our “Recent Searches.” Each time you run a search, the criteria is saved so you don’t have to enter the same search criteria every time. Just jump to the “My Recent Searches” page and click on the search that you have come to know and love so well! However the saved search list only lasts as long as you’re on our website; so once you close the site, the search list goes away. But while you’re visiting our site, your time can be better spent on researching, rather than “re-searching!”

Washington State Digital Archives

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My Recent Searches

Description
Thurston Marriage Records Name Search: Simko, Sharon

My Recent Searches

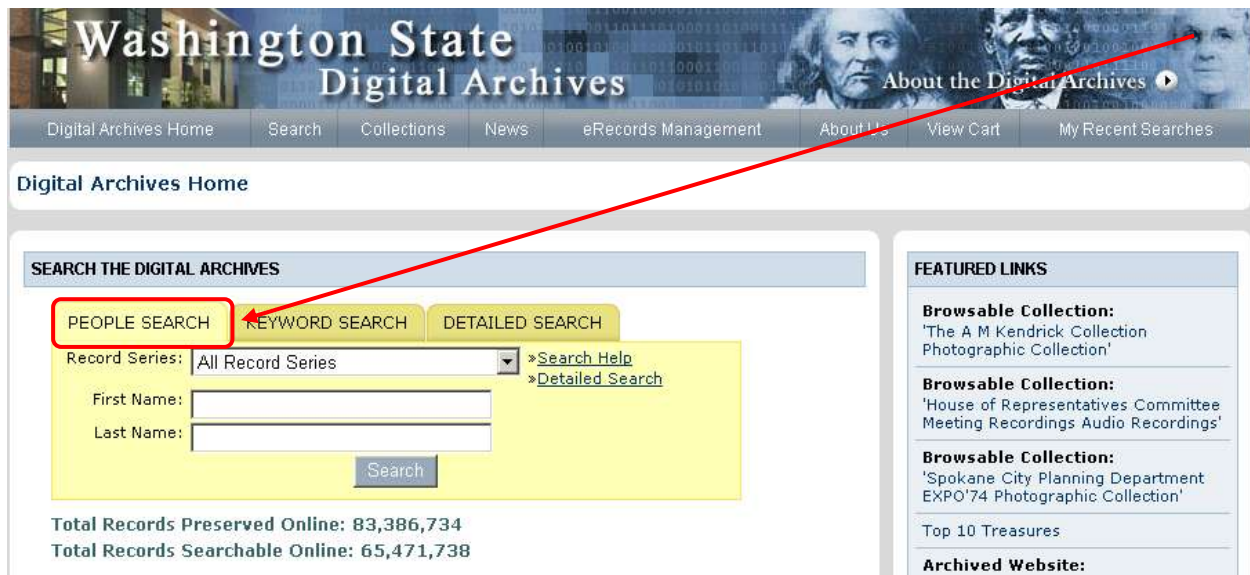
Professional License Record Series

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Search the Record Series

People Search

Open your browser, navigate to the Digital Archives website www.digitalarchives.wa.gov and click on the “People Search” tab. (figure 1)



The screenshot shows the Washington State Digital Archives website. The header includes the site name and navigation links. The main content area features a search section with three tabs: 'PEOPLE SEARCH', 'KEYWORD SEARCH', and 'DETAILED SEARCH'. The 'PEOPLE SEARCH' tab is highlighted with a red box. Below the tabs are input fields for 'Record Series', 'First Name', and 'Last Name', along with a 'Search' button. To the right, there is a 'FEATURED LINKS' section with three 'Browsable Collection' items and a 'Top 10 Treasures' link. At the bottom of the search section, statistics for total records preserved and searchable are displayed.

Washington State Digital Archives

Search the Digital Archives

PEOPLE SEARCH | KEYWORD SEARCH | DETAILED SEARCH

Record Series: All Record Series [Search Help](#) [Detailed Search](#)

First Name:

Last Name:

Total Records Preserved Online: 83,386,734
Total Records Searchable Online: 65,471,738

FEATURED LINKS

Browsable Collection:
'The A M Kendrick Collection Photographic Collection'

Browsable Collection:
'House of Representatives Committee Meeting Recordings Audio Recordings'

Browsable Collection:
'Spokane City Planning Department EXPO'74 Photographic Collection'

[Top 10 Treasures](#)

Archived Website:

figure 1

Professional License Record Series

User Manual

Using the “People Search” feature, users can search a record series using a First Name and/or a Last Name. In the “Record Series” drop down list, select “Professional License Records.” Enter “Smith” in the “Last Name” box. Next, click the “Search” button. (figure 2)

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Digital Archives Home

SEARCH THE DIGITAL ARCHIVES

PEOPLE SEARCH KEYWORD SEARCH DETAILED SEARCH

Record Series: Professional License Records Search Help Detailed Search

First Name: Last Name: Smith Search

Total Records Preserved Online: 83,391,332
Total Records Searchable Online: 65,476,336

FEATURED LINKS

Browsable Collection:
'The A M Kendrick Collection Photographic Collection'

Browsable Collection:
'House of Representatives Committee Meeting Recordings Audio Recordings'

Browsable Collection:
'Spokane City Planning Department EXPO'74 Photographic Collection'

Top 10 Treasures

Archived Website:

figure 2

Professional License Record Series

User Manual

The application will navigate to the “Detailed Search” page. Under “Search Results,” there will be a Record Series name (“Professional License Records”) with a link (Show All Records), a plus sign and the number of records returned by the search (in this case, there are 172 records returned). If the list is not expanded, you can click on the plus sign to expand the Record Series into its resulting titles. (figure 3)

Washington State Digital Archives

Search Options

Record Series: Professional License Records [What Does this include?](#)

County: -- All Counties --

Title: -- All Titles --

Party: Last First Middle

License Year: From To

Select Options: ☐ Use Soundex for names

Search Clear Form

Have a research question? Ask An Archivist!

Search Results

Record Series	Results Count
Professional License Records (Show All Records)	172

Title Name	Results Count
Department of Licensing, Business and Professions Division, Dental License Applications, 1888, 1909-1936	18
Department of Licensing, Business and Professions Division, Registered Nurses Licensing Files, 1909-1917	12
Kitsap Professional License Records	3
Mason Professional License Records	1
Physician Applications and Registers	136
Snohomish Professional License Records	2

figure 3

Professional License Record Series

User Manual

Or, you can click on the “Show All Records” link to display a listing of all records for all titles for that specific search. (figure 4) Things to know about this view are:

1. To sort by a column, click on the white triangle in the gray box for that column.
2. To advance to another page of results, click the single blue triangle. To advance to the last page of results, click the double blue triangle.
3. To go to a specific page of results, and avoid clicking through each page, you can “jump” by selecting a page number from the drop down list.
4. To see more than 10 results per page, select a new number from the drop down list.
5. You’ll know if there is an image associated with the result if there is a small image in the image column. If not, it will say “N/A.”

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Detailed Search

Search Options

Record Series: Professional License Records [What Does this include?](#)

County: -- All Counties --

Title: -- All Titles --

Party: Smith

License Year: From To

Select Options: ☐ Use [Soundex](#) for names

Search Clear Form

Search Results

Search Results For: Professional License Records 172 Matches

Last Name	First Name	Middle Name	Year	County	Image
Smith	A.	J.	1885	Statewide	
Smith	A.	M.	1901	Statewide	
Smith	A.	M.	1909	Statewide	
Smith	A.	Macrae	1913	Statewide	
Smith	A.	Macrae Jr.	1938	Statewide	
Smith	A.	P.	1888	Statewide	
Smith	Albert	G.	1888	Statewide	
Smith	Albert	G.	1889	Statewide	
Smith	Alfred	Littlefield	1937	Statewide	
Smith	Alice	Maude	1898	Statewide	

Page 1 of 18, Records 1-10 of 172

Jump To Page: 1

Records Per Page: 10

figure 4

Professional License Record Series

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From the Record Series/Title Name result page, click on the title you want to view. It will highlight yellow when your mouse is over the record. Notice that there are 12 results for “Department of Licensing, Business and Professions Division, Registered Nurses Licensing Files, 1909-1917.” (figure 5)

Search Results	
Record Series	Results Count
<input type="checkbox"/> Professional License Records (Show All Records)	172
Title Name	Results Count
Department of Licensing, Business and Professions Division, Dental License Applications, 1888, 1909-1936	18
Department of Licensing, Business and Professions Division, Registered Nurses Licensing Files, 1909-1917	12
Kitsap Professional License Records	3
Mason Professional License Records	1
Physician Applications and Registers	136
Snohomish Professional License Records	2

figure 5

Once “Department of Licensing, Business and Professions Division, Registered Nurses Licensing Files, 1909-1917” is selected, the page will change the results count to 12 from 172 because you are now looking at a single title instead of the entire search result. You’ll also notice that the page has changed to look like the “Show All Records” page (previous figure 4). Click on the record you want to view (“Emma Smith”). It will highlight yellow when your mouse is over the record. Based on the information found with figure 4, you’ll notice that there will be an image associated with this record. (figure 6)



















Search Results					
Search Results For: Professional License Records					
					12 Matches
Last Name	First Name	Middle Name	Year	County	Image
Smith	Cora	L	1909	Statewide	
Smith	Edna	Neil	1915	Statewide	
Smith	Emma		1909	Statewide	
Smith	Harriett	Scott	1909	Statewide	
Smith	Hazel	Gladys L.	1915	Statewide	
Smith	Hazel	L	1913	Statewide	
Smith	Julia	Campbell	1909	Statewide	
Smith	Lucile		1916	Statewide	
Smith	Mabel	Maria	1909	Statewide	
Smith	Mary	Alice	1916	Statewide	
Page 1 of 2, Records 1-10 of 12					
			Jump To Page:	1	Records Per Page: 10

figure 6

Professional License Record Series

User Manual

From the “Show All Records” page, selecting the record is the same as shown in figure 6. Click on the record you want to view (“Emma Smith”). It will highlight yellow when your mouse is over the record. (figure 7)

Search Results					
Search Results For: Professional License Records					172 Matches
Last Name	First Name	Middle Name	Year	County	Image
▲	▲	▲	▲	▲	▲
Smith	E.	L.	1873	Statewide	
Smith	Earl		1995	Kitsap	N / A
Smith	Edmund	Howard	1915	Statewide	
Smith	Edna	Neil	1915	Statewide	
Smith	Edward	(R.)	1913	Statewide	
Smith	Edwin	A	1924	Statewide	
Smith	Emma		1909	Statewide	
Smith	Eugenia		1996	Snohomish	N / A
Smith	Francis	F	1924	Statewide	
Smith	Francis	M. Hardy	1929	Statewide	

◀◀ Page 5 of 18, Records 41-50 of 172 ▶▶

Jump To Page:

Records Per Page:

figure 7

Professional License Record Series

User Manual

The application will navigate to the “View Record” page where the metadata of the record selected is located on the left and the image on the right. To view the image, if there is one associated with the record, click on the icon in the “Available Images” box. It will expand into a viewable image through the DJVU browser or it will give you an option to save it as a JPEG file. To add a comment or question, click on the “Add Comments or Questions” button. (figure 8)

Washington State Digital Archives

Digital Archives Home Search Collections News eRecords Management About Us View Cart My Recent Searches

View Record

Emma Smith - Department of Licensing, Business and Professions Division, Registered Nurses Licensing Files, 1909-1917

Record Series:	Professional License Records
Collection:	Department of Licensing, Business and Professions Division, Registered Nurses Licensing Files, 1909-1917 ?
County:	Statewide
Year Of Application:	1909
Reference Number:	AR-240-6-30-000058
Residence:	Seattle
Date Of Birth:	1875
Graduate Of:	Illinois Training School
Photo:	
Box:	2
App. No.:	58
Remarks:	
Name:	Emma Smith
Party Type:	Name

Metadata

Add Comments or Questions

Please see citation for order information

Not Orderable Online

Images are available for FREE online.
Select from the available images below.

Image

Image # 1 of 1
9 Page(s)
1,922.3 KB

Citation: To obtain a copy or learn about related records, contact the State Archives at 360.586.1492, or email research@secstate.wa.gov.
Source: Washington State Archives. Department of Licensing, Business and Professions Division, Registered Nurses Licensing Files.
Database: Washington State Department of Licensing, Business and Professions Division, Registered Nurses Licensing Files. Online 2009. Washington State Archives, Office of the Secretary of State.
Original data entry compiled by Roger Easton, proofed by Rachel Thompson and Mary Hammer.

figure 8

Professional License Record Series

User Manual

The instructions for this page are fairly self-explanatory. “Questions” are for alleged transcription errors, “Comments” are for extra information not found in the record. Click the appropriate radio button to identify what type of note you are sending. When finished, click the “Submit” button. (figure 9)

Washington State Digital Archives

Digital Archives Home Search Collections News eRecords Management About Us View Cart My Recent Searches

Send Questions or Comments

Question or Comment

Questions ☐ Use the QUESTION button to point out a **transcription error** or ask a research question about this record. Your question will be answered by an archivist and will not be attached to the record for public display.

Comments ☐ Use the COMMENT button to submit additional information not found in this record. Your comment will be attached to the record for public display.

Contact Information

First Name:

Last Name:

Your Email:

Your Message:

Comments posted to the record are monitored by the Washington State Archives staff. We reserve the right to hide inappropriate language or comments. Any URLs (website addresses) appearing in the comments will display as text, and not as active links.

Submit

figure 9

Professional License Record Series

User Manual

The image in the default (DJVU) browser. Please go to Appendix C, "The DJVU Image Tool Bar" for information on what the DJVU toolbar buttons can do. (figure 10)

Washington State Digital Archives

About the Digital Archives

Digital Archives Home Search Collections News eRecords Management About Us View Cart My Recent Searches

View Media

Right click on the image for more options.
Can't see the image? Click [here](#) to download the DJVU browser plugin.

View as Jpeg Page: 1

Click the printer icon below to print this document for FREE.

LIZARDTECH

Fit Width 1/9

Washington State Board of Examiners of Nurses

APPLICATION FOR CERTIFICATE AS REGISTERED NURSE

I hereby make formal application for Registration in the Official Register of the Washington State Board of Examiners of Nurses and submit the following in evidence of my qualifications for such registration:

FORM 1.

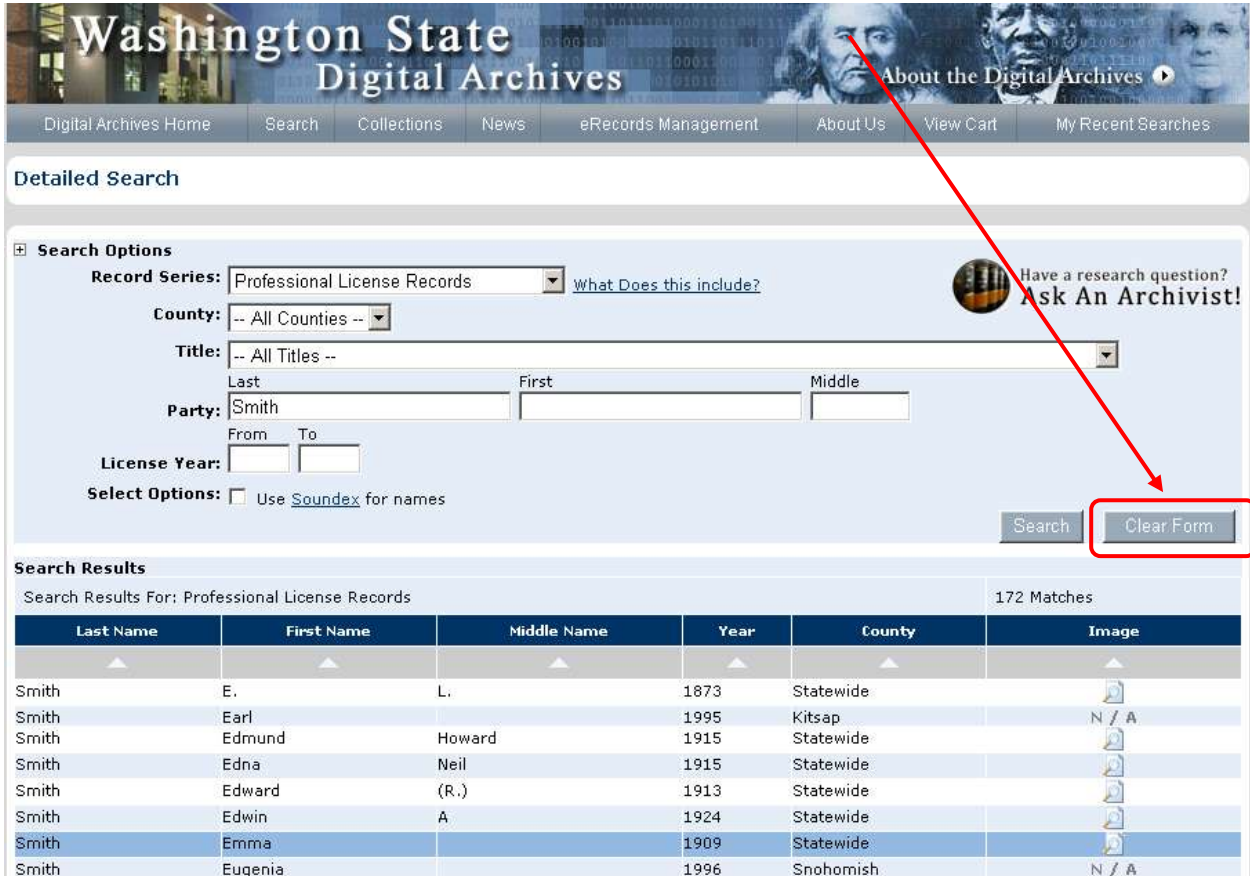
1. My full name is Miss Emma Smith
2. Date of birth Jan. 25-76
3. Permanent address 1159-19 Ave South
4. Present address 1159-19 Ave South
5. Give educational advantages prior to entering Training School 8th grade
6. Graduate of St. Training School School for nurses located at Chicago Ill
7. Date of graduation 02 Length of course at that time 3 yrs
8. Have you had any other Hospital training? Yes If so, give names of Hospitals and time spent in each _____

figure 10

Professional License Record Series

User Manual

To begin another search, users may clear the form of their selected Record Series by clicking the “Clear Form” button. (figure 11)



Washington State Digital Archives

Search Options

Record Series: Professional License Records [What Does this include?](#)

County: -- All Counties --

Title: -- All Titles --

Party: Smith

License Year: From To

Select Options: ☐ Use Soundex for names

Search Clear Form

Search Results

Search Results For: Professional License Records 172 Matches

Last Name	First Name	Middle Name	Year	County	Image
Smith	E.	L.	1873	Statewide	
Smith	Earl		1995	Kitsap	N / A
Smith	Edmund	Howard	1915	Statewide	
Smith	Edna	Neil	1915	Statewide	
Smith	Edward	(R.)	1913	Statewide	
Smith	Edwin	A	1924	Statewide	
Smith	Emma		1909	Statewide	
Smith	Eugenia		1996	Snohomish	N / A

figure 11

Professional License Record Series

User Manual

The form is now cleared and ready for another search. (figure 12)



The screenshot shows the Washington State Digital Archives website. The header features the site's name and a navigation menu with links: Digital Archives Home, Search, Collections, News, eRecords Management, About Us, View Cart, and My Recent Searches. Below the header is a 'Detailed Search' section. It includes a 'Search Options' box with three dropdown menus: 'Record Series' (set to 'Select Record Series'), 'County' (set to '-- All Counties --'), and 'Title' (set to '-- All Titles --'). To the right of these fields is a circular icon with books and the text 'Have a research question? Ask An Archivist!'. At the bottom right of the search options are 'Search' and 'Clear Form' buttons. Below the search options is a 'Search Results' section, which is currently empty.

figure 12


Professional License Record Series

User Manual

Detailed Search

Open your browser and navigate to the Digital Archives website (www.digitalarchives.wa.gov).

To do a Detailed Search, select the “Detailed Search” tab or the “Detailed Search” link next to the “Record Series” drop down list. The application will navigate to the “Detailed Search” page. (figure 13)



The screenshot displays the Washington State Digital Archives homepage. At the top is a navigation bar with links: Digital Archives Home, Search, Collections, News, eRecords Management, About Us, View Cart, and My Recent Searches. Below this is a section titled "SEARCH THE DIGITAL ARCHIVES" containing three tabs: PEOPLE SEARCH, KEYWORD SEARCH, and DETAILED SEARCH. The DETAILED SEARCH tab is highlighted with a red box. Below the tabs are input fields for Record Series (a dropdown menu currently showing "All Record Series"), First Name, and Last Name, followed by a Search button. A red box highlights the "»Detailed Search" link next to the Record Series dropdown. To the right of the search area is a "FEATURED LINKS" section with three "Browseable Collection" entries: "The A M Kendrick Collection Photographic Collection", "House of Representatives Committee Meeting Recordings Audio Recordings", and "Spokane City Planning Department EXPO'74 Photographic Collection". Below these are links for "Top 10 Treasures" and "Archived Website". At the bottom of the search area, it states "Total Records Preserved Online: 83,386,734" and "Total Records Searchable Online: 65,471,738". Two red arrows originate from the "DETAILED SEARCH" tab and the "»Detailed Search" link, pointing towards the right side of the page.

figure 13

Professional License Record Series

User Manual

On the “Detailed Search” page, under the “Search Options,” select “Professional License” in the “Record Series” drop down list. (figure 14)

Washington State Digital Archives

About the Digital Archives

Digital Archives Home Search Collections News eRecords Management About Us View Cart My Recent Searches

Detailed Search

Search Options

Record Series: Professional License Records [What Does this include?](#)

County: -- All Counties --

Title: -- All Titles --

Party: Last First Middle

License Year: From To

Select Options: ☐ Use [Soundex](#) for names

[Search](#) [Clear Form](#)

Search Results

figure 14

Professional License Record Series

User Manual

By clicking the “What Does this include?” link next to the “Record Series” drop down list, you will be shown a page with all of the available titles for that specific record series. (figure 15)



figure 15

Professional License Record Series

User Manual

This page displays the available titles for the “Professional License” record series. You can search within a title by clicking on it. It will highlight yellow when your mouse is over the record. (figure 16)

Washington State Digital Archives

About the Digital Archives

Digital Archives Home Search Collections News eRecords Management About Us View Cart My Recent Searches

Record Series Info for: Professional License Records

Record Series Name: Professional License Records

Record Series Description: In the State of Washington, County Auditors are "recording officers" (RCW 65.04.015 (1)) and "custodians of records" (RCW 65.04.140). The Revised Code of Washington (RCW) Title 65 requires the recording of legal documents. These recordings include license records which consist of, but are not limited to, the following:
Amusement device location, process server, pawnbroker, peddler, kennel and dance hall licenses.

Title

- Department of Licensing, Business and Professions Division, Dental License Applications, 1888, 1909-1936
- Department of Licensing, Business and Professions Division, Registered Nurses Licensing Files, 1909-1917
- Grays Harbor Professional License Records
- Kitsap Professional License Records**
- Mason Professional License Records
- Pacific Professional License Records
- Physician Applications and Registers
- Pierce Professional License Records
- Snohomish Professional License Records
- Yakima Professional License Records

figure 16

Professional License Record Series

User Manual

This page allows searching of the specific title. (figure 17)

The screenshot shows the Washington State Digital Archives website. The header includes the site name and a navigation menu with links: Digital Archives Home, Search, Collections, News, eRecords Management, About Us, View Cart, and My Recent Searches. Below the header, the title of the record series is displayed: "Title Info for : Kitsap Professional License Records". On the right side, there is a button labeled "Ask An Archivist!" with the text "Have a research question?". The main search area is a light blue box containing the following fields:

Name:	Kitsap Professional License Records		
Introduction:			
Citation:			
Search This Record Series:			
	Last	First	Middle
Party:	<input type="text"/>	<input type="text"/>	<input type="text"/>
	From	To	
License Year:	<input type="text"/>	<input type="text"/>	
			<input type="button" value="Search"/>

figure 17

Professional License Record Series

User Manual

Meanwhile, back at the main “Detailed Search” page...

To search for a specific record, select “Kitsap” in the “County” drop down list. Type “Johnson” in the “Last” box for “Party.” If the text you’re entering is longer than the box will allow, that’s OK. It should get you close enough. Enter “1900” in the “From” box of “License Year” and “1920” in the “To” box of “License Year.” Click on the “Search” button. (figure 18)

Washington State Digital Archives

Search Options

Record Series: Professional License Records [What Does this include?](#)

County: Kitsap

Title: -- All Titles --

Party: Johnson

License Year: From 1900 To 1920

Select Options: ☐ Use [Soundex](#) for names

Search

Search Results

figure 18

Professional License Record Series

User Manual

40 matches were found to be associated with this search criteria. To view the record, click on it. It will highlight yellow when your mouse is over the record. (figure 19)

Washington State Digital Archives

Search Options

Record Series: Professional License Records [What Does this include?](#)

County: Kitsap

Title: -- All Titles --

Party: Johnson

License Year: From 1900 To 1920

Select Options: ☐ Use Soundex for names

Search

Clear Form

Search Results

Search Results For: Professional License Records

40 Matches

Last Name	First Name	Middle Name	Year	County	Image
Johnson	A.	E.	1905	Statewide	
Johnson	A.	M.	1909	Statewide	
Johnson	Albertina		1910	Statewide	
Johnson	Anna	Julia	1916	Statewide	
Johnson	Arthur	C.	1909	Statewide	
Johnson	Arthur	Clark	1909	Statewide	
Johnson	C.	C.	1900	Statewide	
Johnson	Carl	W	1919	Statewide	
Johnson	Christian		1920	Statewide	
Johnson	Cyrus	P	1920	Statewide	

Page 1 of 4, Records 1-10 of 40

Jump To Page: 1

Records Per Page: 10

figure 19

Professional License Record Series

User Manual

The application will navigate to the “View Record” page where the metadata of the record selected is located on the left and the image on the right. To view the image, if there is one associated with the record, click on the icon in the “Available Images” box. It will expand into a viewable image through the DJVU browser or it will give you an option to save it as a JPEG file. To add a comment or question, click on the “Add Comments or Questions” button. (figure 20)

Washington State Digital Archives

Digital Archives Home Search Collections News eRecords Management About Us View Cart My Recent Searches

View Record

Albertina Johnson - Department of Licensing, Business and Professions Division, Registered Nurses Licensing Files, 1909-1917

Record Series:	Professional License Records
Collection:	Department of Licensing, Business and Professions Division, Registered Nurses Licensing Files, 1909-1917 ?
County:	Statewide
Year Of Application:	1910
Reference Number:	AR-240-6-30-000208
Residence:	Seattle
Date Of Birth:	1877
Graduate Of:	Providence Hospital, Seattle
Photo:	Y
Box:	5
App. No.:	208
Remarks:	
Name:	Albertina Johnson
Party Type:	Name

Metadata

[Add Comments or Questions](#)

Please see citation for order information

[Not Orderable Online](#)

Images are available for FREE online.
Select from the available images below.

[Image # 1 of 1](#)
[4 Page\(s\)](#)
[1,091.8 KB](#)

Image

Citation: To obtain a copy or learn about related records, contact the State Archives at 360.586.1492, or email research@secstate.wa.gov.
Source: Washington State Archives. Department of Licensing, Business and Professions Division, Registered Nurses Licensing Files.
Database: Washington State Department of Licensing, Business and Professions Division, Registered Nurses Licensing Files. Online 2009. Washington State Archives, Office of the Secretary of State.
Original data entry compiled by Roger Easton, proofed by Rachel Thompson and Mary Hammer.

figure 20

Professional License Record Series

User Manual

The instructions for this page are fairly self-explanatory. “Questions” are for alleged transcription errors, “Comments” are for extra information not found in the record. Click the appropriate radio button to identify what type of note you are sending. When finished, click the “Submit” button. (figure 21)

Washington State Digital Archives

Digital Archives Home Search Collections News eRecords Management About Us View Cart My Recent Searches

Send Questions or Comments

Question or Comment

Questions ☐ Use the QUESTION button to point out a **transcription error** or ask a research question about this record. Your question will be answered by an archivist and will not be attached to the record for public display.

Comments ☐ Use the COMMENT button to submit additional information not found in this record. Your comment will be attached to the record for public display.

Contact Information

First Name:

Last Name:

Your Email:

Your Message:

Comments posted to the record are monitored by the Washington State Archives staff. We reserve the right to hide inappropriate language or comments. Any URLs (website addresses) appearing in the comments will display as text, and not as active links.

Submit

figure 21

Professional License Record Series

User Manual

A sample image of the record in the default (DJVU) format. Please go to Appendix C, “The DJVU Image Tool Bar” for information on what the DJVU toolbar buttons can do. (figure 22)

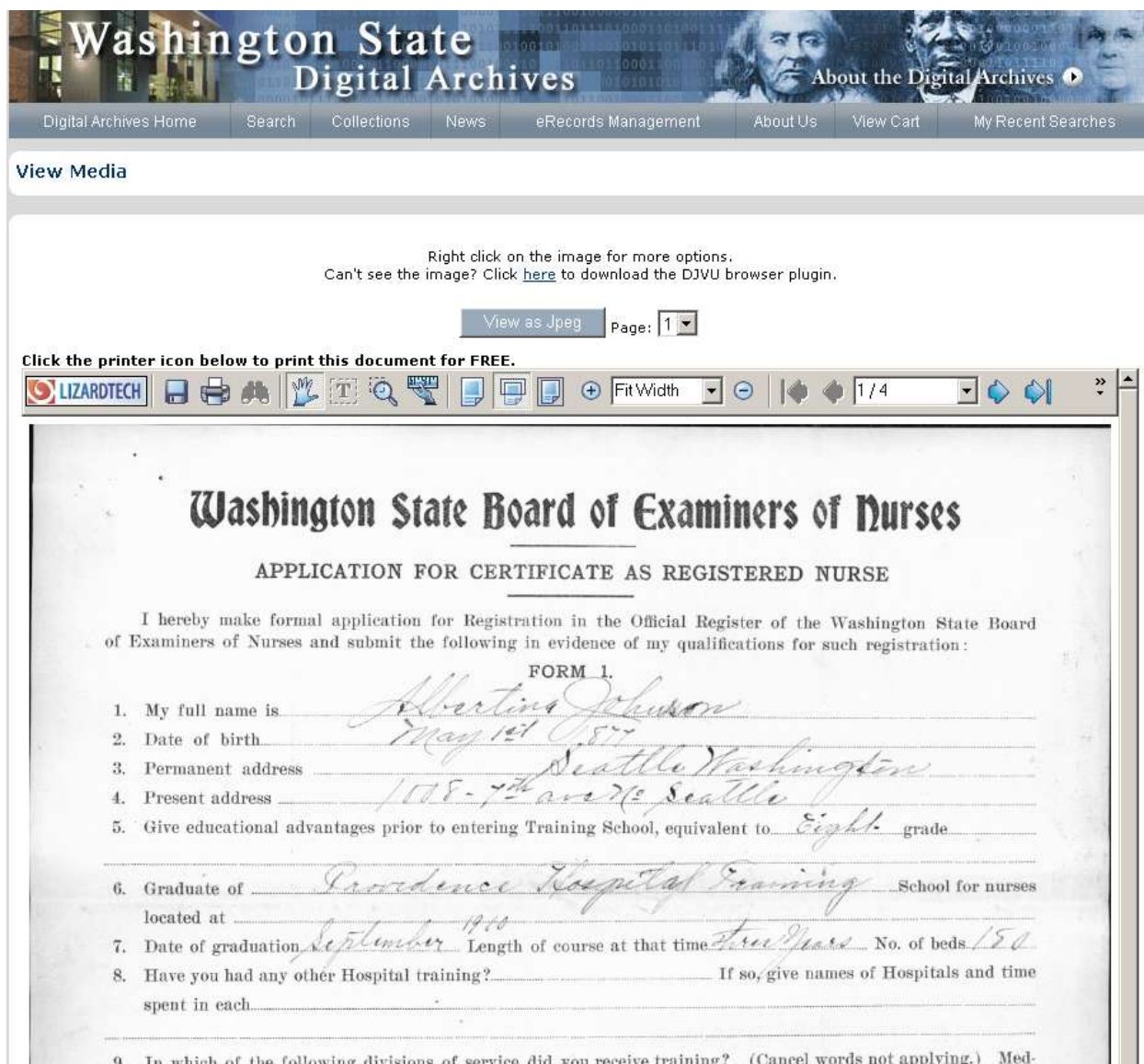
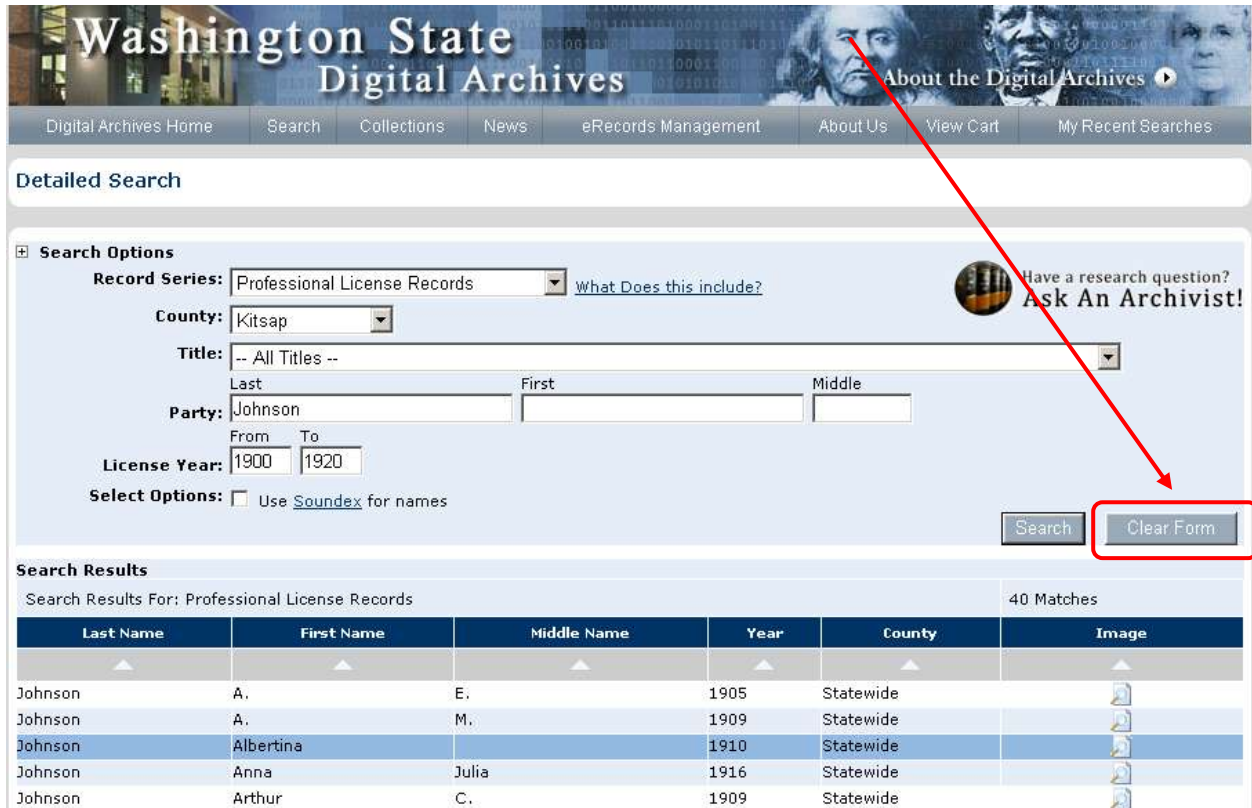


figure 22

Professional License Record Series

User Manual

To begin another search, users may clear the form of their selected Record Series by clicking the “Clear Form” button. (figure 23)



Washington State Digital Archives

Digital Archives Home Search Collections News eRecords Management About Us View Cart My Recent Searches

Detailed Search

Search Options

Record Series: Professional License Records [What Does this include?](#)

County: Kitsap

Title: -- All Titles --

Party: Johnson

License Year: From 1900 To 1920

Select Options: ☐ Use [Soundex](#) for names

Search **Clear Form**

Search Results

Search Results For: Professional License Records 40 Matches

Last Name	First Name	Middle Name	Year	County	Image
Johnson	A.	E.	1905	Statewide	
Johnson	A.	M.	1909	Statewide	
Johnson	Albertina		1910	Statewide	
Johnson	Anna	Julia	1916	Statewide	
Johnson	Arthur	C.	1909	Statewide	

figure 23

Professional License Record Series

User Manual

The form is now cleared and ready for another search. (figure 24)



The screenshot shows the Washington State Digital Archives website. The header features the site's name and a navigation menu with links: Digital Archives Home, Search, Collections, News, eRecords Management, About Us, View Cart, and My Recent Searches. Below the header is a 'Detailed Search' section. On the left, under 'Search Options', there are three dropdown menus: 'Record Series' (set to 'Select Record Series'), 'County' (set to '-- All Counties --'), and 'Title' (set to '-- All Titles --'). On the right, there is a circular icon with books and the text 'Have a research question? Ask An Archivist!'. At the bottom right of the search options are two buttons: 'Search' and 'Clear Form'. Below the search options is a 'Search Results' section, which is currently empty.

figure 24

Professional License Record Series

User Manual

Appendix A

Searchable Record Series

Record Series available for searching by "People:"

The screenshot displays the Washington State Digital Archives website. The header features the site's name and a navigation bar with links: Digital Archives Home, Search, Collections, News, eRecords Management, About Us, View Cart, and My Recent Searches. Below the header, the 'Digital Archives Home' section contains a search bar and three tabs: PEOPLE SEARCH, KEYWORD SEARCH, and DETAILED SEARCH. The PEOPLE SEARCH tab is active, showing a dropdown menu for 'Record Series' with options like 'All Record Series', 'Agreements and Contracts', 'Birth Records', 'Census Records', 'Death Records', 'E-Publication Records', 'Frontier Justice', 'Institution Records', 'Land Records', 'Marriage Records', 'Military Records', 'Misc Auditor Records', 'Misc Family History', 'Naturalization Records', 'Oaths of Office', 'Plats and Surveys', 'Power of Attorney Records', 'Professional License Records', and 'Uniform Commercial Code Recordings'. To the right of the dropdown are links for 'Search Help' and 'Detailed Search'. Below the dropdown, there are sections for 'Total Records', 'NEWS', and 'World War I Veterans'. A 'King County Marriage Records Series is now available online' announcement is visible. On the right side of the page, a 'FEATURED LINKS' section lists various collections and websites, including 'The A M Kendrick Collection', 'House of Representatives Committee Meeting Recordings', 'Spokane City Planning Department EXPO'74 Photographic Collection', 'Governor Lowry', and 'Governor Locke'. A 'Have a research question? Ask An Archivist!' section is also present, along with a 'COLLECTIONS COMING SOON' section at the bottom.

Professional License Record Series

User Manual

Record Series available for searching by "Keyword:"

The screenshot displays the Washington State Digital Archives website. The header features the site's name and a navigation bar with links: Digital Archives Home, Search, Collections, News, eRecords Management, About Us, View Cart, and My Recent Searches. Below the header, the 'Digital Archives Home' section is visible. The main content area is titled 'SEARCH THE DIGITAL ARCHIVES' and includes three search tabs: PEOPLE SEARCH, KEYWORD SEARCH (which is active), and DETAILED SEARCH. Under the KEYWORD SEARCH tab, there is a 'Record Series' dropdown menu currently showing 'All Record Series'. A list of record series is displayed below the dropdown, including Audio Records, E-Publication Records, Corporation Records, Frontier Justice, Land Records, Minute/Resolution/Ordinance Records, Minute Records, Ordinance Records, Photographs, Plats and Surveys, and Resolution Records. To the right of the dropdown, there are links for 'Search Help' and 'Detailed Search'. A 'NEWS' section with an RSS icon is located at the bottom left of the search area, with a headline about World War I Veterans' Records. On the right side of the page, a 'FEATURED LINKS' section lists several collections and websites, including 'The A M Kendrick Collection', 'House of Representatives Committee Meeting Recordings', 'Spokane City Planning Department EXPO'74 Photographic Collection', 'Governor Lowry', and 'Governor Locke'. A link for 'Have a research question?' is also present at the bottom of the featured links section.

Washington State Digital Archives

About the Digital Archives

Digital Archives Home Search Collections News eRecords Management About Us View Cart My Recent Searches

Digital Archives Home

SEARCH THE DIGITAL ARCHIVES

PEOPLE SEARCH KEYWORD SEARCH DETAILED SEARCH

Record Series: All Record Series

Keywords: All Record Series

Audio Records

E-Publication Records

Corporation Records

Frontier Justice

Land Records

Minute/Resolution/Ordinance Records

Minute Records

Ordinance Records

Photographs

Plats and Surveys

Resolution Records

Search Help

Detailed Search

NEWS

World War I Veterans' Records now available online

FEATURED LINKS

Browsable Collection:
'The A M Kendrick Collection Photographic Collection'

Browsable Collection:
'House of Representatives Committee Meeting Recordings Audio Recordings'

Browsable Collection:
'Spokane City Planning Department EXPO'74 Photographic Collection'

Top 10 Treasures

Archived Website:
Governor Lowry

Archived Website:
Governor Locke

Have a research question?

Professional License Record Series

User Manual

Record Series available for searching by “Details:”

The screenshot displays the Washington State Digital Archives website. The header features the site's name and a navigation bar with links: Digital Archives Home, Search, Collections, News, eRecords Management, About Us, View Cart, and My Recent Searches. Below the header is a 'Detailed Search' section. On the left, under 'Search Options', there are dropdown menus for 'Record Series:', 'County:', and 'Title:'. The 'Record Series:' dropdown is open, showing a list of record series including Agreements and Contracts, Audio Recordings, Birth Records, Census Records, Corporations Records, Death Records, E-Publication Records, Frontier Justice, Institution Records, Land Records, Marriage Records, Military Records, Minute/Resolution/Ordinance Records, Minute Records, Misc Auditor Records, Misc Family History, Naturalization Records, Oaths of Office Records, Ordinance Records, Photographs, Plats and Surveys, Power of Attorney Records, Professional License Records, Resolution Records, and Uniform Commercial Code Recordings. To the right of the search options is a 'Have a research question? Ask An Archivist!' button. Below the search options is a 'Search Results' section. At the bottom of the page, there are links for 'Site Links' (Home, News, Simple Search, Detailed Search, Search Help), 'eRecords Management' (Intro to eRecords Management, Submitting Records for Archiving, About Imaging, Glossary of Digital Archiving, Records Management, Related Links, Legal Aspects of Electronic Records), and 'About Us' (Background, Contact Us, Change Log, Facilities, Library of Congress Partnership, Partners). The footer contains the text 'Washington State Digital Archives' and '960 Washington Street, Cheney, WA 99004'.

Washington State Digital Archives

Record Series available for searching by “Details:”

Detailed Search

Search Options

Record Series: Select Record Series

County: Select Record Series

Title: Select Record Series

Search Results

Site Links

- Home
- News
- Simple Search
- Detailed Search
- Search Help

eRecords Management

- Intro to eRecords Management
- Submitting Records for Archiving
- About Imaging
- Glossary of Digital Archiving
- Records Management
- Related Links
- Legal Aspects of Electronic Records

About Us

- Background
- Contact Us
- Change Log
- Facilities
- Library of Congress Partnership
- Partners

Washington State Digital Archives
960 Washington Street, Cheney, WA 99004

Professional License Record Series

User Manual

Appendix B

Summary of Searches by Type

People Search (available record series)

- Agreements and Contracts
- Birth Records
- Census Records
- Death Records
- E-Publication Records
- Frontier Justice
- Institution Records
- Land Records
- Marriage Records
- Military Records
- Misc Auditor Records
- Misc Family History
- Naturalization Records
- Oaths of Office Records
- Plats and Surveys
- Power of Attorney Records
- Professional License Records
- Uniform Commercial Code Recordings

Keyword Search (available record series)

- Audio Records
- Corporation Records
- E-Publication Records
- Frontier Justice
- Land Records
- Minute Records
- Minute/Resolution/Ordinance Records
- Ordinance Records
- Photographs
- Plats and Surveys
- Resolution Records

Detail Search (available record series)

Professional License Record Series

User Manual

- Agreements and Contracts
- Audio Records
- Birth Records
- Census Records
- Corporation Records
- Death Records
- E-Publication Records
- Frontier Justice
- Institution Records
- Land Records
- Marriage Records
- Military Records
- Minute Records
- Minute/Resolution/Ordinance Records
- Misc Auditor Records
- Misc Family History
- Naturalization Records
- Oaths of Office Records
- Ordinance Records
- Photographs
- Plats and Surveys
- Power of Attorney Records
- Professional License Records
- Resolution Records
- Uniform Commercial Code Recordings

Professional License Record Series

User Manual

Summary of Searches by Record Series

Agreements and Contracts

- People Search
- Detail Search

Audio Records

- Keyword Search
- Detail Search

Birth Records

- People Search
- Detail Search

Census Records

- People Search
- Detail Search

Corporation Records

- Keyword Search
- Detail Search

Death Records

- People Search
- Detail Search

E-Publication Records

- People Search
- Keyword Search
- Detail Search

Frontier Justice

- People Search
- Keyword Search
- Detail Search

Institution Records

- People Search
- Detail Search

Professional License Record Series

User Manual

Land Records

- People Search
- Keyword Search
- Detail Search

Marriage Records

- People Search
- Detail Search

Military Records

- People Search
- Detail Search

Minute Records

- Keyword Search
- Detail Search

Minute/Resolution/Ordinance Records

- Keyword Search
- Detail Search

Misc Auditor Records

- People Search
- Detail Search

Misc Family History

- People Search
- Detail Search

Naturalization Records

- People Search
- Detail Search

Oaths of Office Records

- People Search
- Detail Search

Ordinance Records

- Keyword Search
- Detail Search

Photographs

Professional License Record Series

User Manual

- Keyword Search
- Detail Search

Plats and Surveys

- People Search
- Keyword Search
- Detail Search

Power of Attorney Records

- People Search
- Detail Search

Professional License Records

- People Search
- Detail Search

Resolution Records

- Keyword Search
- Detail Search

Uniform Commercial Code Recordings

- People Search
- Detail Search

Professional License Record Series

User Manual

Appendix C

The DJVU Image Tool Bar

While using the DJVU browser to inspect images available through some record series, you have at your disposal ***“The Tool Bar.”*** Each button has a specific action that can make your life a bit easier when looking at an image. Depending on the type of image you’re looking at, the tool bar’s buttons are arranged in a way that is intended to best fit the needs of that particular image. Any button that has color is called “enabled” and is functional. If the button’s picture is “grayed out” (no color), it is considered “disabled” and will not work. Following is a brief explanation of each button.



“The Tool Bar”



<http://www.lizardtech.com/djvucontrol>

This is really more of an image than an actual button. Clicking this image will take you to the website where you can get the DJVU browser plug-in.



Save Document

If you want to save a copy of the image you’re looking at, click the **“Save Document”** button. You’ll be able to save the image anywhere on your hard drive (or network) you want.



Print

You can print a copy of the image without saving it by clicking the **“Print”** button.



Find text in the DjVu document

If the image can be “read” by the DJVU browser, you can perform a text search within the image to find certain words or phrases by clicking the **“Find text in the DjVu document.”** This is an example of a “disabled” button, which will not work.



Pan mode

By using the **“Pan Mode”** function, you can click anywhere on the document and, by holding down the mouse button, drag the image to view different areas. It acts the same as scrolling, but can cause the image to move in any direction.



Select text

Similarly to the “Find text in the DjVu document” button, if the image has text that can be searched, you can highlight (select) the text for a copy/paste operation. If the image

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doesn't have this ability, the **"Select text"** button will be "disabled."



Zoom selected area

Using the **"Zoom selected area"** button allows you to hold down the mouse button and drag an area of the document, creating an area that will enlarge for better viewing.



Ruler

The **"Ruler"** button allows you to determine the distance between two points on the image. Move the mouse cursor to the desired point on the image, then drag the mouse to the next point. The distance will display on the image between the two points.



100%.

Clicking the **"100%"** button will display the image in the window at actual size.



Fit Width

Clicking the **"Fit Width"** button will display the image in the window so that the entire width is visible.



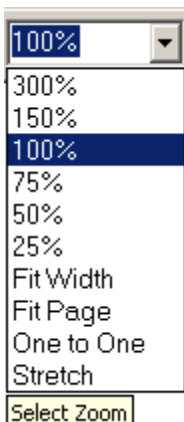
Fit Page

The **"Fit Page"** button will allow the display of the entire image in the window.



ZoomIn

To zoom in by increments, click the **"Zoom In"** button. Let's say you start out at 100%. Clicking this button will take you to the next highest level of magnification. In this case, 150%. Clicking it again will enlarge the image to 300%.



Rather than clicking the "Zoom In" and "Zoom Out" buttons, you can select the level of magnification by selecting one of the options from the **"Select Zoom"** drop down list. "Fit Width" and "Fit Page" duplicate the functionality of those buttons.

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ZoomOut

To zoom out by increments, click the **“Zoom Out”** button. Let’s say you start out at 100%. Clicking this button will take you to the next lowest level of magnification. In this case, 75%. Clicking it again will reduce the image to 50% and so on.



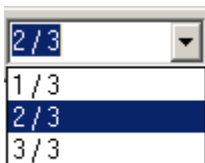
First Page

If you want to skip to the first page of a multiple page image, click the **“First Page”** button. This is very handy if you’re on say, page 32 of a 78 page image, and want to go back to page one. Rather than clicking “Previous Page” 32 times, click “First Page” once and BINGO... you’re there!



Previous Page

Suppose you want to move back only a few pages. Clicking the **“Previous Page”** button will take you back one page per click.



Select Page

In the case of a 78 page image, you can “jump” to any page you wish by selecting it in the **“Select Page”** drop down list. If you’re on page 32, and want to go back to page 10, you could click the “First Page” button, then “Next Page” 10 times. Or you could select the page you want from this drop down list and go directly to the page you want.



Next Page

Suppose you want to move forward only a few pages. Clicking the **“Next Page”** button will move you forward one page per click.



Last Page

So you’re one of those people who like looking at the end of the book to see “whodunit.” Instead of clicking through every page in a multiple page image, you can click the **“Last Page”** button. Just as the “First Page” button takes you to the beginning, the “Last Page” button takes you to the end.



More Buttons

Depending on the type of image you’re viewing, you may not see all of the available buttons. If you see a **“More Buttons”** button like this, click it to see a small grid with... you guessed it... more buttons on it! The following buttons were on the grid for the image I used in this example; but some may be visible for you from the get-go. Click it anyway to see what’s there.



Rotate image left

Sometimes an image is sideways in the browser. To rotate the image to the **left** 90 degrees, click the **“Rotate image left”** button.

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Rotate image right

There may be another image sideways in the browser. To rotate the image to the **right** 90 degrees, click the “**Rotate image right**” button.



Go to previous view

Whatever the setting were for a previous viewing of the image, you can return to them by clicking this button. If the magnification was 150%, and you’re now at 50%, you can return to the previous magnification by clicking “**Go to previous view.**” It operates similarly to the “Back” button in your web browser.



Go to next view

Whatever the setting were for a previous viewing of the image, you can return to them by clicking this button.

Before you start scratching your head, what I mean is if you were looking at the image at 150%, but previously were viewing it at 50%, then clicked the “Go to previous view” button to return to the 50% view... <deep inhale>

you can return to the previous magnification (150%) by clicking “**Go to next view.**” It operates similarly to the “Forward” button in your web browser.



Double/Single page view

In a multiple page image, you can view either one or two pages in the browser. Clicking the “**Double/Single page view**” button will allow you to toggle between the two settings.



Show/Hide Thumbnail

Clicking the “**Show/Hide Thumbnail**” button will either hide or show a strip of “thumbnail” (small) images on the left side of the browser window. Clicking on a thumbnail image will take you to that page immediately. It works similarly to the “Select Page” drop down list, only is a more visual method.

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Appendix D

Got a Question?

On almost every “Search” page of the Digital Archives website, you will find this image:



Clicking on it will bring up a page where you can enter a question or comment that will be responded to by a Washington State Archivist. First, let us know who you are.

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Washington State

Digital Archives

About the Digital Archives ▶

Digital Archives Home

Search

Collections

News

eRecords Management

About Us

View Cart

My Recent Searches

Ask An Archivist

Please fill in the form below and click "Submit Request" to place a research request with the Washington State Archives. Please observe the following guidelines while placing a request:

- Please be as specific as possible in describing your request, including dates or date ranges, locations, and/or names of individuals, if available.
- There is no charge to place a research request with the Archives. Additionally, there is no charge for simple retrieval of documents. If a particular request appears to warrant research fees, Archives staff will notify the researcher before proceeding. There is no fee for individuals to conduct research in person at the archives. For more information, please view the [Archives' fees and research policies](#).
- The Archives makes every effort to respond to all requests within one business day.
- Users are required to provide an e-mail address to enable us to respond to your request. Additional contact information is requested, but not required. All address and telephone information will be used only for the purpose of responding to your research requests. Researchers may also submit research requests by contacting the [Archives branches](#) by telephone, in person, or by postal mail.

Fields marked with a "*" are required.

Contact Information

Name: *

Email Address: *

Confirm Email Address: *

Mailing Address:

City:

State: WA ▼

Zip:

Telephone:

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Next, ask your question, then click the “Submit” button.

Description of Request*

If possible, please indicate the geographic and/or subject areas relevant to your research. This will assist us in directing your request to the appropriate branch or branches. If you are searching for "any information" on an individual or subject, please give examples of the type(s) of information that you seek.

Submit

Once your request is submitted, you will receive a confirmation page stating that you will be contacted by an Archivist.



The screenshot shows the Washington State Digital Archives website. The header features the site's name and a navigation menu with links: Digital Archives Home, Search, Collections, News, eRecords Management, About Us, View Cart, and My Recent Searches. Below the header, a confirmation message is displayed: "Your request was received. You will be contacted by an Archivist."

And that's all there is to it!

